DOCUMENT RESUME

ED 125 336 HE 007 210

TITLE	University of Wisconsin - La Crosse Faculty Handbook.
INSTITUTION	Wisconsin Univ., La Crosse.
PUB DATE	75
NOTE	145p.
EDRS PRICE	MF-$0.83 HC-$7.35 Plus Postage.
DESCRIPTORS	Academic Standards; Administrative Organization; Administrative Personnel; *Administrative Policy; College Environment; *College Faculty; Educational Philosophy; Fringe Benefits; Governance; *Higher Education; *Personnel Policy; *State Universities; Teacher Responsibility
IDENTIFIERS	*Faculty Handbooks; University of Wisconsin La Crosse

ABSTRACT

The handbook is divided into seven major sections covering: objectives and history; university organization and administration; faculty personnel policies and procedures; instructional and academic information; faculty benefits and services; university organizations; and a guide to administrative assistance. Organizational data are presented in terms of the role of the chancellor's office, academic affairs, student affairs, and business services. Faculty rights and responsibilities are discussed in detail, and comprise the bulk of the handbook. Descriptions are included of classes and instruction guidelines, registration and grading, and library, computer center, and printing services. University organizations are also listed. (LBH)

****
* Documents acquired by ERIC include many informal unpublished *
* materials not available from other sources. ERIC makes every effort *
* to obtain the best copy available. Nevertheless, items of marginal *
* reproducibility are often encountered and this affects the quality *
* of the microfiche and hardcopy reproductions ERIC makes available *
* via the ERIC Document Reproduction Service (EDRS). EDRS is not *
* responsible for the quality of the original document. Reproductions *
* supplied by EDRS are the best that can be made from the original. *
****

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED125336

UNIVERSITY OF WISCONSIN - LA CROSSE

FACULTY HANDBOOK

Revised 1975

TABLE OF CONTENTS

I. INTRODUCTORY MATERIAL 1

MISSION STATEMENT 1
System Mission 1
Core Mission 1
Select Mission 2
CAMPUS MAP 3
UNIVERSITY CALENDAR 5
HISTORY 7
Administrations 7
Curriculum 7
Campus and Buildings 8

II. UNIVERSITY ORGANIZATION AND ADMINISTRATION 11

BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM 11
CHANCELLORS OF THE UNIVERSITY OF WISCONSIN SYSTEM 12
CENTRAL ADMINISTRATION 13
WEST CENTRAL WISCONSIN CONSORTIUM 15
UW-LA CROSSE ADMINISTRATIVE ORGANIZATION 15
Chancellor's Office 15
Chancellor 15
Vice Chancellor 16
Administrative Council 16
Faculty Senate 16
Personnel Director 16
Director of Development 16
Director of Information Services 16
Alumni Affairs Coordinator 16
Directors of Intercollegiate Athletics 16
Affirmative Action Officer and Assistant to the Vice Chancellor 17
Director of University Outreach 17
Academic Affairs 17
Undergraduate College and School Deans 17
Associate Deans 17
Director of Institute for Minority Studies 17
Director of Institute for Women's Studies 18
Teacher Education Council 18
Department Chairperson 18
Student Affairs 20
Dean of Student Affairs 20
Associate Deans of Student Affairs 20

HE 00 7 210

Veterans and Foreign Student Advisor 20
Director of Counseling and Testing 20
Director of Financial Aid 20
Director of Student Health Services 20
Director of Housing 20
Director of Placement and Career Advising 21
Director of Student Activities and Centers 21
Director of Admissions 21
Director of Academic Skills Center 21
Academic Services Division, Assistant Chancellor 21
Business Services Division 21
Business Administrator 21
Controller 22
Purchasing Agent 22
Publications Editor 22
Director of Physical Plant 22
Director of Security and Protection 22
ARTICLES OF FACULTY ORGANIZATION 23
SENATE BY-LAWS 30
UNIVERSITY OF WISCONSIN-LA CROSSE ORGANIZATIONAL CHARTS 50
Administrative Organizational Chart 50
Academic Services Division 51
Business Administrator 52
College of Arts, Letters and Sciences 53
School of Health and Human Services 54
College of Education 55
School of Health, Physical Education and Recreation 56
Student Affairs Office 57
School of Business Administration 58
Division of University Outreach 59

III. FACULTY PERSONNEL POLICIES AND PROCEDURES 60

CHANCELLOR'S POLICY STATEMENT: AFFIRMATIVE ACTION 60
FACULTY RANK, PROMOTIONS, SALARIES, TENURE 60
Rank and Promotions 60
Guidelines for Faculty Promotions and Salary Adjustments . 63
Tenure 64
FACULTY/ACADEMIC STAFF CODE OF ETHICS 68
PAYROLL 71
FACULTY CONTRACT YEAR 72
EVENING CLASSES 72
OUTREACH 72
SUMMER SESSION ASSIGNMENTS 73
ENROLLMENT IN UNIVERSITY COURSES 73
Faculty Enrollment Restriction for Graduate Study 73
TEACHING AT OTHER INSTITUTIONS 73
Compensation for Services Rendered in UW System 74
PERSONNEL FILES 74
FACULTY MEETINGS, COMMENCEMENT, SENATE 74
SMOKING 74
TAX SHELTERED ANNUITY 75
FACULTY AND ACADEMIC STAFF SICK LEAVE POLICY - UW SYSTEM . . . 75
Accumulation of Leave 75
Pro-Ration of Accumulated Sick Leave 76

Allowance for Past Service 76
Cancellation and Reinstatement 76
Relation of Sick Leave to Income Continuation Insurance . 76
Faculty with Teaching Responsibilities 76
Sick Leave for Anticipated Medical Absence 77
Leave for Maternity Purposes 77
Sick Leave during Summer Session 77
Exempted Staff Members 78
Records 78
Exceptions 78
GUIDELINES ON FACULTY VACATION - ANNUAL APPOINTMENTS 78
UNEMPLOYMENT COMPENSATION 79
CREDIT UNION 79
OTHER PAYROLL DEDUCTIONS 80
SOLICITATION 80
POLICY FOR EMPLOYEES ENGAGING IN POLITICAL ACTIVITY, SEEKING ELECTIVE OFFICE AND SERVING AS AN ELECTED OR APPOINTED OFFICIAL 81
MISCONDUCT ON PUBLIC GROUNDS 82

IV. INSTRUCTIONAL AND ACADEMIC INFORMATION 83

CLASSES AND INSTRUCTION 83
Instruction 83
Class Schedules 83
Load 83
Calendar (University) 83
Textbook Library and Rental System 84
Course Descriptions 85
Student Attendance 85
Class Record Books 85
Examinations 85
Cheating 86
Field Trips 86
Mid-Semester Standings 86
Probation and Dismissal 86
Student Conferences 87
Office Hours 87
Faculty Absences 87
REGISTRATION - GRADES 88
Official Class List 88
Withdrawal Policy 88
Undergraduate Classifications 89
University Grading System 89
Change of Grade 90
Class Enrollments 90
Teaching Loads, Class Hour and Room Assignment 91
Faculty Load Reports 91
MURPHY LIBRARY 91
General Information 91
Library Directory 92
Circulation of Library Materials 92
AUDIOVISUAL CENTER 93
Instructional Materials and Equipment 94
COMPUTER CENTER 95

COPY CENTER 97
PRINTING PROCEDURES 97
UW SYSTEM GENERAL GUIDELINE STATEMENT - COPYRIGHT, OWNERSHIP AND USE OF INSTRUCTIONAL MATERIALS 98
UW SYSTEM GUIDELINE STATEMENT ON OWNERSHIP, USE, AND CONTROL OF INSTRUCTIONAL RECORDED MATERIALS 100

V. FACULTY BENEFITS AND SERVICES 104

FACULTY TRAVEL 104
MAIL SERVICE 104
TELEPHONE SERVICE 105
I.D. CARDS 105
INTRAMURAL AND EXTRAMURAL ATHLETIC ACTIVITIES 105
INTERCOLLEGIATE ATHLETIC PROGRAM 106
PARKING REGULATIONS - BOARD OF REGENTS PARKING RESOLUTION . . . 107
PARKING REGULATIONS - UW-LA CROSSE 110
MOTOR POOL - STANDARD OPERATING PROCEDURE 113
INFORMATION SERVICES 115
STUDENT HEALTH SERVICE 116
PLACEMENT SERVICE 116
STUDENT ACTIVITIES AND CENTERS 117
UW SYSTEM POLICY ON USE OF UNIVERSITY FACILITIES BY OUTSIDE GROUPS 118
UW-LA CROSSE POLICY STATEMENT - INDIDIVUAL ASSISTANCE PROGRAM . 119
PHYSICAL PLANT 120
Repairs/Maintenance 120
Projects 121
Issue/Use of Keys 121
Condition of Rooms 121
INSURANCE 122
Group Health Insurance - Blue Cross, Blue Shield 122
Group Life Insurance 122
Supplemental Life Insurance 123
Income Continuation Insurance 123
Voluntary Accidental Death and Dismemberment Insurance . . 124
Catastrophic Major Medical Insurance 124
PURCHASING 124
CAMPUS STORES 125
TEXTBOOK ORDERS 125
PRINTING ORDERS 126

VI. UNIVERSITY ORGANIZATIONS 127

INSTITUTIONAL MEMBERSHIPS 127
DEVELOPMENT OFFICE 127
ALUMNI OFFICE 127
UW-LA CROSSE ALUMNI ASSOCIATION 128
UW-LA CROSSE FOUNDATION, INC. 128
CAMPUS DAMES 128
AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS 128
WISCONSIN EDUCATION ASSOCIATION COUNCIL 129
THE ASSOCIATION OF WISCONSIN STATE UNIVERSITY FACULTIES 130

VII. GUIDE TO ADMINISTRATIVE ASSISTANCE 143

I. INTRODUCTORY MATERIAL

THE MISSION OF THE UNIVERSITY OF WISCONSIN-LA CROSSE

1. The System Mission

The University of Wisconsin-La Crosse shares in the mission of the University of Wisconsin System.

The mission of this System is to develop human resources, to discover and disseminate knowledge, to extend knowledge and its application beyond the boundaries of its campuses, and to serve and stimulate society by developing in students heightened intellectual, cultural, and human sensitivities, scientific, professional, and technological expertise, and a sense of purpose. Inherent in this broad mission are methods of instruction, research, extended education and public service designed to educate people and improve the human condition. Basic to every purpose of the System is the search for truth.

2. The Core Mission

The University of Wisconsin System eleven unit University Cluster consists of the four year university campuses, excluding Madison and Milwaukee: Eau Claire, Green Bay, La Crosse, Oshkosh, Parkside, Platteville, River Falls, Stevens Point, Stout, Superior, and Whitewater. These institutions have entitlement to offer programs within the context of selective mission differentiation.

As an Institution in the University Cluster of the University of Wisconsin System, the University of Wisconsin-La Crosse shares the following core mission with other universities of the Cluster:

a. Providing baccalaureate degree level and limited graduate programs within the context of its approved select mission.

b. Meeting the educational and personal development needs of students through effective teaching, academic advising, and counseling, and through University-sponsored cultural, recreational, and extracurricular programs.

c. Providing a first priority emphasis on teaching excellence.

d. Providing a base of liberal studies needed as the foundation for university degrees in the arts, letters, and sciences, as well as for specialized professional and occupational degrees.

e. Providing a program of preprofessional curricular offerings consistent with the university's mission to serve the needs of citizens in its geographical area.

f. Supporting a commitment to scholarly activity integral to and supportive of instructional programs and teaching excellence.

g. Meeting the off-campus instructional and continuing education needs of citizens in the campus service region and (as appropriate to unique program capability) in the state within the context of coordinated statewide planning of outreach programs.

h. Providing public service to the surrounding region both as a cultural center and a source of problem-solving expertise.

i. Participating in regional consortia and interinstitutional relationships in order to maximize educational opportunity for the people of the region effectively and efficiently through the sharing of resources.

j. Supporting a commitment to serving the special needs of minority, disadvantaged and non-traditional students.

3. The Select Mission

The select character and purpose of the University of Wisconsin-La Crosse can be further delineated by the following statements of its particular goals and responsibilities:

a. The University should develop appropriate interinstitutional relationships within the region and should explore strengthening of interstate relationships.

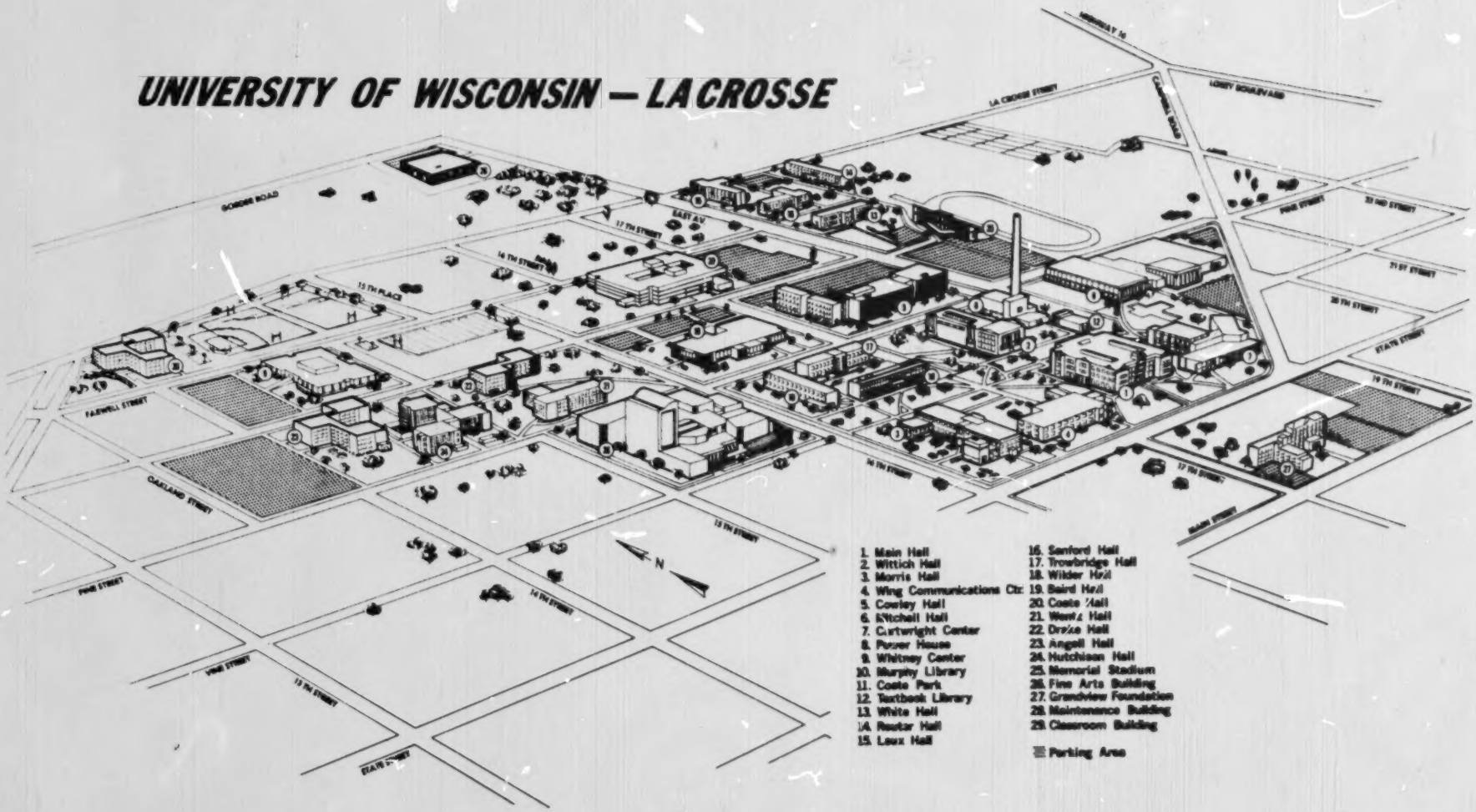
b. The University should provide high quality undergraduate education and degrees in arts, letters and sciences to meet the needs of the region and the students of the University.

c. The University should offer undergraduate programs in teacher education, health and physical education, allied health, recreation, and business administration.

d. The University should provide basic graduate education in programs clearly associated with areas of undergraduate professional emphasis within the University, as well as specialized established programs in Student Personnel Services and Audiovisual Media.

e. The University should support application of aquatic science and Mississippi River studies to the economic and environmental needs of the region.

UNIVERSITY OF WISCONSIN — LA CROSSE



UNIVERSITY CALENDAR

	1975-76	1976-77
ACADEMIC YEAR	August 25, 1975 - May 22, 1976	August 24, 1976 - May 21, 1977
SEMESTER I		
Begins Officially	Mon. Aug. 25	Tues. Aug. 24
Registration & Orientation	Aug. 27 through 30	Aug. 25 through 28
Classes Begin 8:00 a.m.	Tues., Sept. 2	Mon., Aug. 30
Labor Day Holiday	Mon., Sept. 1	Mon., Sept. 6
Last Day for: Schedule Changes	Fri., Sept. 5	Fri., Sept. 3
Registration	Fri., Sept. 12	Fri., Sept. 10
Midsemester	Fri., Oct. 17	Fri., Oct. 15
Thanksgiving Recess: Begins	Wed., Nov. 26, 12:00 noon	Wed., Nov. 24, 12:00 noon
Classes Resume	Mon., Dec. 1, 8:00 a.m.	Mon., Nov. 29, 8:00 a.m.
Study Day	Sat., Dec. 13	Tues., Dec. 14
Commencement	Sat., Dec. 20	Sun., Dec. 19
Examinations	Mon., Dec. 15 - Fri., Dec. 19	Wed., Dec. 15 - Mon., Dec. 20
Semester I Ends, Christmas Recess Begins 5:00 p.m.	Sat., Dec. 20	Mon., Dec. 20
SEMESTER II		
Begins Officially	Tues., Jan. 13	Tues., Jan. 11
Registration & Orientation	Jan. 14 through 17	Jan. 12 through 15
Classes Begin 8:00 a.m.	Mon., Jan. 19	Mon., Jan. 17
Last Day for: Schedule Changes	Fri., Jan. 23	Fri., Jan. 21
Registration	Sat., Jan. 31	Sat., Jan. 29
Midsemester	Fri., March 12	Fri., March 11
Spring Recess: Begins	Sat., March 13, 12:00 noon	Sat., March 12, 12:00 noon
Classes Resume	Mon., March 22, 8:00 a.m.	Mon., March 21, 8:00 a.m.
Non-Class Days	Fri., April 16 & Mon., April 19	Fri., Apr. 8 and Mon., Apr. 11
Study Day	Sat., May 8	Sat., May 7
Commencement	Sat., May 15	Sat., May 14
Examinations	Mon., May 10 - Fri., May 14	Mon., May 9 - Fri., May 13
Semester II Ends 5:00 p.m.	Sat., May 15	Sat., May 14
SUMMER SESSION		
Registration	Mon., June 14, 1976	Mon., June 13, 1977
Classes Begin	Tues., June 15	Tues., June 14
Holiday	Mon., July 5	Mon., July 4
Summer Session Ends	Fri., Aug. 6	Fri., Aug. 5
Commencement	Fri., Aug. 6	Fri., Aug. 5

HISTORY OF
THE UNIVERSITY OF WISCONSIN-LA CROSSE

The University of Wisconsin-La Crosse opened in 1909 as a Normal School established for the training of elementary and secondary teachers. It was the eighth of nine such institutions which made up the Wisconsin State Normal School system. The State of Wisconsin set up similar schools at Platteville (1866), Whitewater (1868), Oshkosh (1871), River Falls (1874), Stevens Point (1894), Milwaukee (1885), Superior (1893), and Eau Claire (1916). Milwaukee merged with the University of Wisconsin in 1955, and in 1959 Stout Institute (Menomonie) became a member of the old Normal System which by then had changed radically. A Board of Regents of Normal Schools governed the original system.

Administrations

In its sixty-five year history, La Crosse has had six presidents: Fassett A. Cotton (1909-1924), Ernest A. Smith (1925-1926), George M. Snodgrass (1927-1939), Rexford S. Mitchell (1939-1966), Samuel G. Gates (1966-1971), and Kenneth E. Lindner. President Cotton brought in the first faculty and with it established the first curriculum. President Smith, although at La Crosse only a short time, was planning to move to another institution when he died suddenly. President Snodgrass saw the coming of the four-year degree programs and obtained the first accreditations for the institution. President Mitchell served through the difficult years of World War II, the rapidly expanding enrollments of the sixties, and the intensified building program. President Gates presided in a time of student unrest in the Vietnam era. In 1971 he planned to leave La Crosse to join the central administration of the State University System, but as the proposal to merge the two systems of higher education in Wisconsin gained credence, he resigned and returned to his native Colorado. Merger has brought a change of title to Chancellor for Dr. Lindner. It also has brought demands for increased productivity from the governor's office and the legislature, a demand which has created problems of faculty retention in a time of decreasing enrollments.

Curriculum

At its inception, the Normal School at La Crosse offered five broad courses of study with several variations in them. Besides courses for elementary and secondary teachers, there were included programs such as country arithmetic and domestic science for potential instructors in little red schoolhouses. Over the decades, the major and minor sequences developed in what is now the College of Education provided training for hundreds of rural elementary, junior high and high school teachers, many of whom have returned to La Crosse to further their education in the graduate program. In 1913 the regents authorized the training of teachers in physical education as a specialty at La Crosse. This field has enjoyed a special position over the years. Its curriculum expanded in such fashion that physical education virtually became synonymous with the whole school. The addition of a Health Education minor (1952) and a joint Physical Education and Recreation minor (1945) became part of expanded offerings. This instructional area is presently designated the School of Health, Physical Education and Recreation. From its classes young men and women have gone out as teachers, recreation directors, and coaches, among other professions, to all parts of the United States.

Reflecting the changing times and the altered needs of student clientele, La Crosse, together with the other Normal Schools, assumed new roles and new names during the past four and one-half decades. In 1925, the legislature authorized the Normals to offer four-year teaching degrees and changed the names to State Teachers Colleges. La Crosse granted its first four-year degree in 1927. A generation later, with the addition of a Division of Letters and Science, this institution became Wisconsin State College at La Crosse. From the beginning La Crosse had offered a "college course" to non-teaching students, and these had enjoyed considerable attention in the early years. But they came to be regarded with less favor in the twenties and thirties. They had no home in the curriculum and were called "college punks" by their fellow students. Their names were excluded from commencement programs between 1924 and 1952, when four graduated from the newly-established Letters and Science Division. This division, now designated the College of Arts, Letters, and Sciences, has the largest enrollment of the colleges of the University. Within this college the student can earn the traditional liberal arts degrees and can take pre-professional work such as pre-medicine and pre-law. In addition to the School of Health, Physical Education, and Recreation and the College of Arts, Letters, and Sciences, the University carries out its instructional tasks through a College of Education, a School of Business Administration, and a School of Health and Human Services.

In 1956 La Crosse began graduate work leading to the Master of Science degree. Initially, the program was offered with a major in Physical Education only. In 1963, the regents authorized Masters study in Elementary Education, History-Social Science, Language-Literature, and Mathematics-Science. As enrollments grew in the sixties, La Crosse added numerous other graduate programs and revised the offerings considerably. A Master of Arts in Teaching provided courses of study for liberal arts graduates to qualify them to teach. Other new programs include Special Education, School Psychology, Student Personnel Services, and Health Education. Changing societal and clientele demands have resulted in the phasing out of most of the current Masters programs in teaching. A new Masters in Education--Professional Development degree will replace those.

The addition of broadened liberal arts offerings and of graduate work prompted the regents to designate the State Colleges as State Universities in 1964. The present name of the institution, University of Wisconsin-La Crosse, derives from Chapter 100, Wisconsin Statutes, which proposed the merger of the State Universities with the campuses which make up the University of Wisconsin. Enabling legislation to complete the merger has been passed by the legislature and signed into law by Governor Lucey. With merger has come a Central Administration in Madison and a single budget for non-vocational higher education in Wisconsin for what is called the University of Wisconsin System.

Campus and Buildings

The original campus of the University of Wisconsin-La Crosse consisted of two blocks on State Street. On a portion of this sandy tract the state built Main Hall, which for the first decade of the school's history housed all indoor educational activities. It housed classrooms, administrative offices, the gymnasium, laboratories, auditorium, and the "training" school. Adding the special field of physical education created a need for a facility

to house the increasing enrollments in that program. Thus the regents provided for the construction of such a building in 1914. The original structure was not completed until 1920; an addition primarily for women's physical education opened in 1931. This facility is called Wittich Hall today. From 1931 until 1951 the state erected only two buildings on the campus--a heating plant (1938), now serving as the textbook library, and the Campus School (1939). The latter closed in the spring of 1973 as a laboratory school. Named Thomas Morris Hall after the University's first regent, the building houses elementary and secondary education offices and several resource centers.

The present campus is the result of slow initial growth followed by rather rapid expansion since 1951. In that year, Wilder Hall, the first dormitory on campus, opened for women residents. Within the trapezium bound by State and La Crosse Streets, West Avenue and Campbell Road is the old campus and most of the new. Since 1951, the state has erected twenty-two structures in this area. These include eleven dormitories, five service units, two libraries (the first of which is now the Wing Communications Center), and four instructional buildings. Two of the dormitories--Laux Hall and Drake Hall--are now coeducational. Outside the main campus is the Services and Stores Building, erected in 1971, and the Grandview Facility, formerly Grandview Hospital, which is utilized by both the University and community organizations. It is not state property.

Main Hall rather easily provided facilities for the first 176 students and 14 faculty members at the Normal School. The peak enrollment of over 7,200 students in the fall of 1970 called for emergency measures, such as use of the auditorium for classes of nearly 500. In the fall of 1974, slightly more than 6,900 students attended the classes of 350 faculty members. The University has two new facilities built specifically to meet the long-time problem of adequate instructional space. These are the Fine Arts Building, which opened for the second semester of the 1973-74 school year, and the Classroom Building, occupied in the late summer of 1974. The mall, under construction during the summer of 1975, will beautify the interior campus.

II. UNIVERSITY ORGANIZATION AND ADMINISTRATION

BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM

Regents	Area	Office	Home	Term Ends
Nancy M. Barkla (Paul) 125 N. Main St., River Falls 54022	715	425-2645	425-6929	5-1-80
Arthur DeBardeleben P.O. Box 30, Park Falls 54552	715	762-3911	762-4886	5-1-81
*Joyce M. Erdman (Marshall) 3408 Circle Close, Madison 53705	608	----	233-2113	5-1-82
Ody J. Fish Pal-O-Pak Insulation Co., Inc. Hartland 53029	414	367-2141	691-1234	5-1-78
*M. William Gerrard 432 Division St., La Crosse 54601	608	784-7815	784-2379	5-1-82
Edward E. Hales 524 Main St., Racine 53403	414	632-1613	639-4791	5-1-79
John M. Lavine 20-22 W. Central St., Chippewa Falls 54729	715	723-5515	723-0064	5-1-79
Bertram N. McNamara (President) 615 E. Michigan Ave., Milwaukee 53202	414	276-2781	964-9468	5-1-80
Milton E. Neshek (Vice President) Godfrey Bldg., Elkhorn 53121	414	723-3220	723-2975	5-1-78
Frank J. Pelisek 250 E. Wisconsin Ave., Milwaukee 53202	414	271-6562	352-4008	5-1-77
Mrs. Howard V. Sandin (Caroline) 722 MacArthur Ave., Ashland 54806	715	----	682-4735	5-1-76
James G. Solberg 147 Main St., Menomonie 54751	715	235-9631	235-2772	5-1-76
Dr. Barbara Thompson (Glenn) 126 Langdon St., Madison 53703	608	266-1771	836-1244	
Mary M. Walter Box 155, Baileys Harbor 54202	414	----	839-2172	5-1-81
Mary M. Williams (Robert) Route 4, Box 6, Stevens Point 54481	715	344-0073	344-5291	5-1-77

Regents	Area	Office	Home	Term Ends
John Zancanaro 7103 N. Fairchild Circle, Milwaukee 53217 .	414	----	352-2725	

*Confirmation pending as of 6/10/75.

CHANCELLORS OF THE UNIVERSITY OF WISCONSIN SYSTEM

Leonard Haas	UW-Eau Claire	Eau Claire	54701
Edward W. Weidner	UW-Green Bay	Green Bay	54702
Kenneth E. Lindner	UW-La Crosse	La Crosse	54601
Edwin Young	UW-Madison	Madison	53706
Werner A. Baum	UW-Milwaukee	Milwaukee	53201
Robert Birnbaum	UW-Oshkosh	Oshkosh	54901
Alan Guskin	UW-Parkside	Kenosha	53140
Warren Carrier	UW-Platteville	Platteville	53818
George R. Field	UW-River Falls	River Falls	54022
Lee Sherman Dreyfus	UW-Stevens Point	Stevens Point	54481
Robert S. Swanson	UW-Stout	Menomonie	54751
Karl Meyer	UW-Superior	Superior	54880
James R. Connor	UW-Whitewater	Whitewater	53190
Edward B. Fort	UW-Center System 602 State Street	Madison	53706
Jean C. Evans (Chancellor & Vice Provost)	UW-Extension 432 N. Lake St.	Madison	53706

CENTRAL ADMINISTRATION
UNIVERSITY OF WISCONSIN SYSTEM
VAN HISE HALL, MADISON 53706

Office	Phone	Name	Title
PRESIDENT'S OFFICE			
	262-2321	John C. Weaver	President
	263-3365	Robert Doyle	Asst. to President
BOARD OF REGENTS			
	262-2324	Joseph S. Holt	Secretary
ACADEMIC AFFAIRS			
	262-6420	Donald K. Smith	Senior Vice President
	262-9861	Robert R. Polk	Assoc. Vice President
	262-6410	Dallas O. Peterson	Assoc. Vice President
	262-3428	Adolph Y. Wilburn	Assoc. Vice President
ADMINISTRATIVE AFFAIRS			
	262-9701	Donald Percy	Senior Vice President
ADMINISTRATION			
	262-6132	Robert Winter	Vice President
	262-7352	Wallace Lemon	Assoc. Vice President
Architecture/ Engineering	263-4408	Bert Anderson	Asst. Vice President
Facilities Planning/ Capital Budgeting	263-4398	Warren Exo	Asst. Vice President
ANALYSIS SERVICES & INFORMATION SYSTEMS			
	262-6441	Elwin Cammack	Assoc. Vice President
BUDGET PLANNING			
	262-6423	Gene Arnn	Assoc. Vice President
CONTROLLER			
	262-1311	Reuben Lorenz	Vice President and Controller
PROFESSIONAL SERVICES			
Affirmative Action	262-6404	Marian Swoboda	Asst. to President for AA for Women
	262-3769	Joseph Wiley	Asst. to President for AA for Minorities & Special Projects
Legal Services	262-9923	Charles Stathas	Senior Counsel

WEST CENTRAL WISCONSIN CONSORTIUM

West Central Wisconsin Consortium is a cooperative group of four universities in the University of Wisconsin System. Members include UW-Eau Claire, UW-La Crosse, UW-River Falls, and UW-Stout. The Consortium has been established by the UW Board of Regents as the continuing structure in the region for planning, coordination, resource sharing and program review at all levels. The Consortium recently has been the review agency in the region for the systemwide audit of graduate level programs, including quantitative and qualitative re-examination of graduate offerings in central Wisconsin. The responsibilities of the Consortium will continue to include the review of all new programs proposed by member institutions (in this sense, "programs" is defined as institutionally required majors, minors, sub-majors, and new and unique course sequences) so as to require review of any program proposal involving 14 or more semester credits. The Consortium is working to establish and coordinate cooperative efforts in all areas of university activity so as to maintain quality and to improve efficiency and economy in higher education.

WCWC has organized itself into two representative bodies: a Board of Trustees and a Commission. The Board of Trustees (the universities' chancellors) sets policies and negotiates agreements among the member institutions regarding academic program planning and location, facilities and resource sharing, and outreach and service program development. In these activities, the Trustees are assisted by a Commission, consisting of the universities' vice chancellors and one faculty representative from each campus. The Consortium expects to continue to use existing campus planning and policy bodies and procedures as possible, forming new joint study and implementation task forces as necessary. Suggestions for new and/or expanded programs will be generated by these groups and solicited from the universities and the citizens of the region.

The programs planned and adopted by the Consortium are coordinated by its Secretary-Coordinator, the chief administrative officer of the Consortium. The office of Secretary-Coordinator is responsible for the collection of data, the coordination of Board and Commission projects and committee work, and the records of the Consortium. This office also serves to solicit proposals and to aid in evaluating programs. Other duties are assigned by the Board of Trustees and/or the Commission.

UNIVERSITY OF WISCONSIN-LA CROSSE
ADMINISTRATIVE ORGANIZATION

Chancellor's Office

Chancellor. Serves as executive head of the faculty and university and is responsible for administering board policies. Is accountable to and reports to the president of the board. Subject to board policy and in consultation with the faculty, is responsible for designing curricula and setting degree requirements; determining academic standards and establishing grading systems; defining and administering institutional standards for faculty peer evaluation and screening candidates for appointment, promotion and tenure;

recommending individual merit increases; administering associated auxiliary services; and administering all funds, from whatever source, allocated, generated or intended for use of the institution.

Vice Chancellor. Shares the chancellor's executive responsibilities for academic planning and budgeting, curriculum design, student affairs, community relations, governing board liaison, personnel administration, and other university-wide functions, and, in the absence of the chancellor, acts as his deputy.

Administrative Council. Is composed of the vice chancellor, assistant chancellor, affirmative action officer, dean of student affairs, the academic deans, and the director of university outreach. Advises with the chancellor concerning general administrative policy.

Faculty Senate. See Senate By-Laws, page 30.

Personnel Director. Plans, coordinates and implements the personnel services for the University involving all non-academic permanent and limited term employees. He assists the administration with planning personnel budgets, recruitment, and staff development. Responsibilities also include position classification, recruitment, training, labor relations, and employee grievances. He is also responsible for the employee benefit program for both faculty and staff, such as medical, life, liability and workmen's compensation insurances, sick leave, vacations, and retirement programs, as well as for all payroll changes.

Director of Development. Coordinates an institutional advancement program through the implementation of a number of related activites in public relations, information services, alumni affairs, government, corporate and foundation gifts and grants and individual fund-raising efforts. Individual programs include an annual alumni fund, a parent's program, deferred giving programs and solicitations for several special funds for individual schools, colleges and departments within the University. Provides leadership and direction to the University Foundation's activities and coordinates a number of service-oriented programs for alumni, parents and friends of the University.

Director of Information Services. Maintains public contacts and promotes University programs of public interest through the mass media and other means of cummunication, including personal contact, public speaking, direct mail and advertising. Administers the University News Service programs, Sports Information activities and a number of special promotional projects throughout each school year. University programs involving publicity, promotion and other public contacts are to be coordinated by this office.

Alumni Affairs Coordinator. Directs an established alumni program and gives leadership to the activities of the Alumni Association. This involves active contact with alumni through regular correspondence and special group events. Maintains alumni records, arranges class reunions and other programs of special interest, as well as administering a number of related projects, including an annual alumni fund and a parent's program.

Directors of Intercollegiate Athletics. Are appointed by the chancellor and are accountable to him and the dean of the School of Health, Physical

Education and Recreation. Are ex officio members of the athletic board and serve as its administrative officers. The athletic directors develop and administer the budget after it is approved by the athletic board. Are responsible for materials and equipment designated for the program. Work with departmental chairpersons, and the dean of the School of Health, Physical Education and Recreation in obtaining qualified athletic coaches and are responsible for the assignment of coaches to the various teams. Are responsible for the operation of the athletic office and scheduling the use of athletic facilities in cooperation with the college dean and the appropriate city officials.

Affirmative Action Officer and Assistant to the Vice Chancellor. Assists the chancellor and other members of his staff in analyzing current employment status of women and minority faculty and staff; in establishing and monitoring goals and timetables for hiring and promotion; in developing salary, admission, recruitment and promotion procedures which ensure equitable treatment for women and other minorities; and in general serving as spokesman for affirmative action policy. Assists the vice chancellor in academic planning and budgeting, personnel administration and other university-wide functions.

Director of University Outreach. Administers units attached to outreach, initiates and, where appropriate, helps to fund and operate programs; facilitates university outreach efforts being carried out by other UW-La Crosse or Extension units.

Academic Affairs

The basic instructional units of the University are the colleges, schools, and the departments. Each college and school has a dean appointed by the chancellor. The College of Arts, Letters and Sciences and the School of Health, Physical Education and Recreation each has an associate dean appointed by the chancellor. Each department has a chairperson responsible to the college dean and, through him, to the administrative officers of the University.

The Undergraduate College and School Deans. Line officers directly responsible to the chancellor and vice chancellor. Coordinate the full range of curriculum, instructional and personnel work between and among his college/school, its departments, and the chief administrative officers. Are delegated authority and responsibility in the conduct of the college/school and departments under his jurisdiction in all matters pertaining to personnel, curriculum, facilities, budget, equipment, and planning. Also are involved in staff work by participating in various policy making and planning bodies, some from the faculty organization and some from the administration. Supervise and coordinate the program of graduate studies within the college/school.

Associate Deans. Are responsible to their respective college deans. Assist the deans in the administration of the colleges, including work in the areas of registration, personnel, curriculum, facilities, budget, equipment, planning, and academic advising.

Director of Institute for Minority Studies. Administers the Institute for Minority Studies program and organizes the minority conference held at UW-La Crosse. Liaison with other universities in exchange program for students.

Director of Institute for Women's Studies. Administers the Institute for Women's Studies.

Teacher Education Council. Coordinates the programs of teacher education and assures uniform administrative policies. Council is not a curriculum making body. Membership of this council includes these officers: Dean, College of Education, who is ex officio chairperson; Dean, School of Health, Physical Education and Recreation; Director of Placement, and Coordinator of Student Teaching and Internships.

The Department Chairperson. (Also see Senate By-Laws.) Is elected by the members of the department except in those cases where the department has fewer than five members. Chairperson of such departments are appointed by the chancellor. If the chancellor determines, after consultation with the department members, the appropriate dean, and the vice chancellor that a chairperson should be sought from off campus, the appointee resulting from a successful search shall be the new chairperson for an initial term of two to four years, as determined by the department's position in the sequence of staggered elections.

In addition to appropriate consultation on all matters with the dean of the college in which the department is located, the chairperson should consult with members of the department at least on all matters below marked (1). Departments may elect to set up by-laws to define and extend this process of consultation. Items marked (a) are recommended for consideration by the whole department; items marked (b) might better be handled by a committee. The chairperson, however, is responsible for the execution of basic policies once they are formed.

A. Personnel

Preside at regularly scheduled meetings of the department and attend meetings of appropriate committees. Describe faculty vacancies and correspond with applicants and placement agencies; set up and participate in interviews (1b); recommend as to employment (1b); provide for orientation and visitation of new members (1b).

Confer with all members on their qualifications and opportunities for improvement and advancement and on obstacles thereto. Provide information and recommendations in accordance with established procedure as to retention and dismissal, tenure, promotions in rank, salary inequities, and salary merit ratings (1b), and on request inform each colleague of what has been recommended for him.

Participate in selection of graduate assistants, and in hiring and evaluation of civil service staff and student help.

Recommend summer session faculty within university and departmental guidelines.

Make arrangements for classes during prolonged absences of faculty.

B. Curriculum

Implement the authorized curriculum. Elicit or supply proposals for

new or revised courses, special projects, grant proposals, and curriculum changes (1a), and participate in presentation of departmental proposals before the appropriate committee of the university.

Advise on curriculum or credit problems brought from the student, the Registrar, the Admissions Office, or elsewhere.

C. Budget

Draw up budget of positions, travel, services, supplies and equipment (1a), and dispatch orders for all budgeted items and textbook requirements. Govern expenditures in accordance with the budget plan.

Report textbook choices to Textbook Library prior to each registration.

In consultation with the dean, schedule office and work space; request necessary facilities and repairs for office areas and classrooms.

D. Registration

Develop semester and summer session class schedules, consulting with available faculty.

Schedule and supervise registration procedure of colleagues during the registration and drop-add periods.

Advise on the adding or cancelling of classes during registration.

E. Students

Recommend faculty as advisors to serve under the appropriate deans.

Hear student questions, petitions, and complaints on courses, faculty, grades, and curriculum requirements (1b).

Arrange meetings with student majors and/or, where appropriate, invite their representation at department meetings.

F. Public Relations

Represent the department at professional meetings and placement centers.

Confer with other chairpersons in the university and with sister departments in the system and area.

Correspond with prospective students, teachers and general citizenry of the area on their inquiries.

G. Teaching

Be involved in some teaching assignment in the department.

Student Affairs

Dean of Student Affairs. Is responsible to the vice chancellor for coordinating the work of all student affairs personnel in student services and student activities. Recommends hiring, tenure, promotion and salary adjustments for all student affairs staff to the chancellor. Works with the vice chancellor in seeking allocations of faculty and student help, budgetary support, and the physical facilities and equipment needed for the student affairs program. Is responsible for student governing councils and student-faculty boards in developing the student life program on campus and for maintaining liaison between student affairs programs, personnel and other programs and personnel in the university.

Associate Deans of Student Affairs. Directly responsible to the dean of student affairs. Coordinate Counseling and Testing, Financial Aids, Housing, Placement and Career Advising, Student Activities and Centers, and Admissions. Work directly with the directors of each of these units regarding personnel, facilities, budget, equipment and planning.

Veterans and Foreign Student Advisor - Administrative Assistant. Is responsible for all matters relating to veterans advisement. Serves as the university liaison with the Veterans' Administration and county veteran service officers. Responsible for advisement of foreign students, including university liaison with the immigration officials. Advises students regarding selective service and provides the latest current information available.

Director of Counseling and Testing. Is responsible for the university counseling and testing program relating to the educational, vocational and emotional problems of students. Coordinates student referrals from faculty and other university units concerning individuals with adjustment and/or skill problems that interfere with personal and academic adjustment. Supervises specialized testing programs such as those for graduate school, vocational interest and personality inventories. Serves as source for national testing programs such as NTE, LSAT, GRE, etc.

Director of Financial Aid. Is responsible for the university student financial aid program aiding students with federal, state and local funds. The program of financial aid includes grants, loans, the college work-study program and the student employment service.

Director of Student Health Services. Is responsible for the Student Health Service within the framework of standards as set forth by the American College Health Association: acts as medical advisor to the Health Board; provides clinical care for the student body using medical resources of the community as needed; provides medical directive for preventive and therapeutic measures for use by the health service personnel; is consultant to and maintains liaison between the health service and other departments of the university; serves as liaison between family physicians, the medical community and the university. (Makes decisions in medical problems relating to the students' ability to meet college requirements.)

Director of Housing. Is responsible for men's and women's residence hall staffing and in-service training, educational and social program planning and discipline, residence hall governance, advising and referral of individual students, and the coordinating of off-campus housing. Works closely

with the Physical Plant Director in the maintenance of all residence halls. Is responsible for the residence hall budget and works with the business office in respect to residence hall fees and refunds. Serves as chairperson of the Student-Faculty Housing Board.

Director of Placement and Career Advising. Assembles and distributes placement credentials, advises students in regard to professional and graduate school opportunities, initiates career planning and vocational choice decision-making, maintains and updates a career development library resource, schedules interviews for all majors, maintains university public relation contacts with schools, business, industry and government organizations, maintains files of professional opportunities, conducts research and compiles statistical data, provides placement service for all alumni.

Director of Student Activities and Centers. Is responsible for developing and maintaining an extensive and varied program of out-of-class activities; advises students, student organization advisors, and provides leadership for student organizations' social, cultural, recreational and educational programs and services; interprets university policy affecting these programs and services; maintains the university activities calendar and schedules events on campus; administers student centers programs, facilities, services, staff, the University Bookstore, and the University Food Service; manages lectures and concerts; and coordinates new student orientation.

Director of Admissions. Is responsible for the collection and evaluation of all credentials related to new student admissions (undergraduate and graduate--including transfers). Coordinates summer advance registration program with the Registrar's Office. Coordinates the university recruitment program which consists of informing high school students, counselors, and parents of the wide variety of programs (academic and non-academic) offered at UW-La Crosse.

Director of Academic Skills Center. Is responsible for developing and maintaining a program to assist students who are having academic difficulty. This includes but is not limited to operation of an all-university tutorial program, emerging student advisement and coordination, as well as skill development in reading, note taking, scheduling time and other academic skills. Maintains referral sources from faculty and academic staff.

Academic Services Division

Assistant Chancellor. Administers the Academic Services Division, which includes the Murphy Library (see page 91), the Audiovisual Services (see page 93), the Computer Center (see page 95), and the Office of the Registrar (see page 86); provides campus planning, budgeting, and grant coordination staff services to the chancellor; and in the absence of the chancellor and vice chancellor, acts as their deputy.

Business Services Division

Business Administrator. Reports to the chancellor and vice chancellor. Through his staff is responsible for the financial and business operations of the university. Included are: budget control, accounting policies, payroll operations, purchasing, insurance, supervision of the financial operations of

self-sustaining enterprises (residence halls, student union, food services facilities); planning and supervision of Physical Plant operations, housekeeping and maintenance of buildings, motor vehicle fleet, and the maintenance of grounds. Also, responsible for Dial Dictation, Postal Services, campus telephone system and administration of the Textbook Library.

Controller. Is responsible for ongoing supervision of the daily business of the university in the payment of bills, collection of fees, preparation of payrolls, budget control and accounting, disbursement and collection of student loan funds.

Purchasing Agent. Is responsible to the controller for the procurement of all goods and services and responsible for disposition of surplus material.

Publications Editor. Is responsible for the coordination of the Copy Center as well as providing assistance in the development of material to be sent to printers. The Publications Editor is the university printing liaison officer.

Director of Physical Plant. Is responsible for supervision of housekeeping personnel, repairs and maintenance of all buildings, maintenance of grounds, requisitioning necessary supplies and equipment and supervision of the Heating Plant.

Director of Security and Protection. Is responsible for the supervision and direction of personnel in the security and protection of university and student property. Is also responsible for protection and security of personal safety of all people on campus. Supervises the regulation of university parking facilities and coordinates the campus telephone system.

ARTICLES OF FACULTY ORGANIZATION

I. All persons with rank of professor, associate professor, assistant professor, or instructor, the chancellor, those who are "unranked faculty members" as of January 1, 1975, and all who have "faculty status," so long as they retain "faculty status" as delineated in the UW system personnel rules, shall constitute the faculty.

II. The chancellor of the university shall be ex officio the presiding officer. The vice chancellor shall preside in his absence.

III. The secretary shall be elected annually by the faculty, shall keep minutes of all meetings, and make copies of the proceedings available to the faculty.

IV. Within the institution, the faculty directly, or indirectly through the senate, shall have full and final responsibility for determination of curriculum, other requirements for graduation, and the system of grading. It shall also have direct concern with the formulation and implementation of university policy relating to physical facilities, support of research, educational budget, institutional organization, all aspects of student life, and personnel matters relating to academic freedom, teaching loads, salaries, appointments, reappointments, tenure, promotions, leaves and dismissals.

V. The representative body of the faculty shall be the faculty senate. It shall be free to investigate, to study, to debate, and to deliberate on all matters of general faculty concern and may exercise review authority in these matters if it deems such exercise is in the best interests of the university. The following provisions govern the senate:

A. Specific Powers and Duties

Specifically, the senate directly, or through committees, is empowered to:

1. Determine all curricula of the institution, graduate and undergraduate.

2. Determine academic standards and requirements for graduation.

3. Advise the chancellor on the appointment of administrative officials.

4. Participate in determining policies with respect to the annual budget.

5. Participate in planning the physical facilities of the campus.

6. Participate in formulating regulations pertaining to students.

7. Participate in the award of promotions and salary adjustments.

8. Participate in investigating cases and determining policies with respect to academic freedom, tenure, appointments, reappointments, leaves, dismissals and teaching loads.

9. Prepare the agenda for meetings of the general faculty and distribute copies of the agenda to faculty members one week prior to such faculty meeting.

10. Establish and terminate all faculty committees and determine their membership and functions.

11. Receive and disseminate minutes and reports of all committees.

12. Conduct nominations and elections of members of the senate.

13. Hear any faculty member on matters of concern to the member or the general faculty.

14. Hear the authorized agent of the organ of student government on matters of concern to the student body.

15. Inform the general faculty, the administration, and the student body of all senate actions affecting the areas of their respective concerns.

16. Discuss and make recommendations concerning any other subject relative to the welfare of the university.

B. Membership and Election

1. The faculty senate shall consist of twenty-four members, six elected from the College of Arts, Letters and Sciences, three from the College of Education, one from the School of Business Administration, two from "the non-departmental unit" (see V.C.4. for definitions), and the rest elected at large.

2. The chancellor of the university and/or consultants designated by him shall be seated with the senators and shall have similar privileges of discussion but shall have no vote.

3. All members of the faculty shall be eligible to nominate, vote for, and serve as members of the senate.

4. At no time shall the senate include more than two senators from a department elected at large and one in that department elected from school or college (i.e., three maximum per department). "The non-departmental unit" shall be limited to a maximum of three, no more than one being elected at large; and faculty members of the unit shall be excluded from college and school elections.

5. The nomination shall be held early in the spring semester. The senators shall serve for a term of three years, June 1 to June 1. The terms shall be arranged so that one-third of the positions are filled by election each year.

6. Vacancies which occur because of faculty leave or resignation shall be filled by the eligible faculty member who among the unsuccessful candidates at the most recent election received the greatest number of votes. If such candidates are no longer available, the vacancies shall be filled by action of the senate. A senator chosen by the senate shall serve only until the regular election, at which time, he shall be eligible for election to complete the term. Exception: if a vacancy is only temporary, the replacement shall relinquish the seat on the senate when the permanent member returns to campus. A replacement whose term is for one year or less shall be immediately eligible for election to the senate.

   A temporary vacancy shall be deemed to occur when a senator is away from campus on a T.I.A. or other leave extending over a semester or more, but who intends to return to the campus before the expiration of his senate term.

7. Members of the senate on the date of the adoption of these amendments shall not be replaced until they have completed their terms, even though this may defer enforcement of maxima contained in these articles. In each of the next three regular elections, as eight senate terms are normally completed, one-third of the at-large seats in the reorganized senate and one-third of each college's seats shall be filled. The remaining seat each year shall be filled by election of a non-departmental senator each of the first two years and by election of the school senator the third year. Seats now filled by one-year replacement senators shall be filled for the remainder of the terms at the regular election by the constituencies which now control those seats.

8. Senators elected for terms longer than one year may not succeed themselves; one year must elapse before subsequent election.

C. Election Procedures

1. Nominations and elections shall be conducted by the senate elections committee appointed by and under the direction of the senate.

2. Nomination Procedures

   a. Nominations shall be by petition.

   b. The senate elections committee shall publish in the University Newsletter the standard form for nomination petitions, including the names of the departments from

which faculty members are ineligible to serve on the senate, the date nomination petitions are due, and other informational statements.

c. The nomination petition shall include the following statement:

> If elected to the Faculty Senate of the University of Wisconsin-La Crosse I will faithfully serve in that capacity. I affirm that if I miss three consecutive meetings (barring medical reasons or professional obligations) I will have vacated the position.
>
> _____
> Signature of Candidate

d. In order for this petition to be valid, it must be signed by enough faculty members to equal 10 percent of the votes cast for this office in the last general faculty election.

e. A faculty member may sign as many petitions for a given position as there are senators to be elected for that position. A faculty member's signature on a nomination petition is invalid unless the member is eligible to vote for that candidate.

f. Petitions shall be available at the beginning of the third full week of instruction of the second semester, and in order to be valid, must be returned to a member of the senate elections committee by the end of the fourth week and must contain the required number of valid signatures.

g. No faculty member shall be a nominee for more than one position.

3. Election Procedure

a. The basic list of faculty members shall be the one maintained by the vice chancellor.

b. The senate elections committee shall prepare ballots and distribute the ballots by campus mail to the eligible faculty voters by the beginning of the sixth week. The faculty members shall vote for the specified number of nominees and return the ballots to the chairperson of the senate elections committee by the beginning of the eighth week.

c. The senate elections committee shall count the ballots and declare those nominees with the largest number of votes elected. In case of a tie new ballots listing the tied nominees shall be sent to the eligible voters to break the tie.

c. Election results shall be announced in the University Newsletter as soon as they are available.

4. A faculty member shall be considered a member of the department in which he has the larger portion of his teaching load. Departmental membership, for purposes of elections, shall be required of all personnel who teach at least one course. Non-teaching chairpersons shall be considered department members. A faculty member whose load is evenly divided between two departments, or whose assignment is difficult to determine because of load fluctuations, shall have the option of becoming a member of either department.

   For purposes of elections the "non-departmental unit" shall contain all faculty members not included in the academic departments, and those who are included but are not generating student contact hours (excepting only the chairpersons of departments). Members of the "non-departmental unit" shall not count against a department quota of senators.

D. Officers and Senate Organization

1. The officers of the senate shall consist of a chairperson, a vice chairperson, and a secretary, all to be chosen from the elected members of the senate.

2. The three elected officers of the senate along with the immediate past chairperson, if his or her term in the senate has not expired, and one member selected annually by the senate from its membership shall constitute the executive committee of the senate. Thus, there shall be four or five members depending on the status of the most recent past chairperson of the senate. The chairperson of the senate shall be the chairperson of the executive committee.

3. The officers of the senate shall be elected at an organizational meeting of the new senate before June 1, and shall hold office for one calendar year beginning June 1. The organizational meeting shall be called by the chairperson of the retiring senate. A majority of all votes cast shall be necessary for election.

4. A parliamentarian shall be appointed by the chairperson of the senate to serve as the chair's consultant on all questions of procedure. The parliamentarian need not be a member of the senate.

5. Vacancies in the offices of the senate shall be filled by special election. All senators shall be eligible for the vacancy, whether holding an office or not. An officer elected to the vacancy and accepting it will leave another vacancy to be filled by the same procedure.

6. The duties of the officers shall be (a) those usual to the offices, or (b) those designated specially by the senate.

7. The senate shall form its own by-laws.

E. Meetings of the Senate

1. The senate shall have regularly scheduled meetings during the academic year and shall be subject to call at other times.

2. Special meetings may be called by the chairperson on his own initiative, or at the request of the executive committee or of the chancellor of the university, or at the written request of at least six members of the senate.

3. Two-thirds of the membership of the senate shall constitute a quorum. (This is an intended deviation from Roberts Rules of Order.)

4. The agenda shall be prepared by the executive committee of the senate and submitted to the faculty three days prior to each senate meeting. Any issues or recommendations shall be placed on the agenda when proposed by:

   a. Senate executive committee action.

   b. The chancellor of the university.

   c. Faculty committees.

   d. One-third vote of the senators present and voting at a meeting. (Motion to place on agenda is not debatable.)

   e. A petition signed by no fewer than ten (10) faculty members.

5. The senate while in session may change the order of the agenda by a majority vote.

6. Roberts Rules of Order (Newly Revised) shall determine procedure, unless those rules conflict with this constitution or with by-laws adopted by the senate.

7. Minutes of the senate meetings shall be distributed to all faculty members.

8. Part of the order of business of each senate meeting shall be a report from the chairperson on the disposition of all previous recent senate decisions.

9. All senate sessions shall be open to all faculty members except for good and sufficient reasons which shall be made known to the faculty. Any member of the faculty may address the senate after securing recognition from the chair.

F. Senate Committees

1. The committees of the senate shall include an executive committee, an election committee, and such other committees as are necessary.

2. The executive committee shall follow up senate recommendations and act as a liaison with the administration of the university.

3. The executive committee shall have the power to act in behalf of the senate when the situation requires immediate action. Such actions and recommendations of the executive committee shall in all cases be subject to review by the senate, which shall be notified of all such actions and recommendations through the minutes of the meetings of the executive committee.

4. An election committee shall be appointed by the executive committee and approved by the senate from among the senators to conduct or supervise all elections required by this constitution.

5. Other committees of the senate may be authorized by senate action. Their titles, their duties, and the mode of determining their membership shall be prescribed by the senate.

6. All senate committees shall be responsible to the senate and shall report all of their actions and recommendations directly to the senate.

G. Faculty Referenda

1. The actions of the senate shall be final faculty action subject to the following conditions:

   a. A referendum of the faculty shall be held if it is requested by (1) the chancellor of the university, (2) one-third of the senate members, or (3) 20 percent of the faculty upon presentation of a signed petition to the chairperson of the senate. A request for a referendum shall be submitted to the chairperson within twenty-five (25) days of the publication of the minutes describing the senate decision in question.

   b. The senate shall be governed by the results of the referendum.

   c. The faculty election committee shall arrange for the referendum of the faculty by mail.

H. Faculty Committees

1. All faculty standing committees shall be responsible to the chancellor of the university through the faculty senate and

their recommendations shall be subject to review by the senate.

2. Among the by-laws of the faculty senate shall be those governing the composition, organization and responsibility of faculty standing committees.

VI. Amendments to these articles may be adopted at any regular meeting of the general university faculty by a majority vote of those present provided any proposed amendment has been read at the preceding regular meeting and provided it is approved by the chancellor of the university.

VII. Roberts Rules of Order (Newly Revised) shall govern all meetings of the general university faculty.

VIII. Meetings of the general university faculty may be called by the chancellor and/or the senate.

SENATE BY-LAWS

I. The following faculty standing committees shall perform in accordance with the powers and duties assigned to the senate in the Articles of Faculty Organization adopted March 16, 1966, and later revised. The committee decisions are subject to senate review. For these faculty committees the operating principles shall be that: a) the student members for the graduate committee are selected by the graduate student body; b) other student members of faculty committees shall be elected to the committees by a method to be determined by the students; c) the term "administrative responsibility" is understood to mean the chancellor, vice chancellor, assistant chancellor, assistant to the chancellor, directors, deans, assistant deans, and associate deans; d) executive sessions of committees are defined as sessions where all persons except voting members are excluded; e) all faculty members on the faculty committees are appointed by the senate unless otherwise specified; f) each faculty committee shall make a written report to the senate by the end of each academic year.*

A. Undergraduate Curriculum Committee shall be responsible for determination, in consultation with department chairpersons, of curricula for students in the colleges and in basic studies. The faculty members shall be: seven from the College of Arts, Letters and Sciences; four from the College of Education; and

---

*Resolved that the Senate interpretation of the By-Laws be that only regular members of the faculty committees have the right to vote. Student alternates do not have a vote in any committee action. If an alternate replaces a regular member of a committee on a permanent basis, he then acquires the right to vote. (Adopted by the Senate. See Vol. 6, #17, Page 12 of the Senate Minutes.)

one from the School of Business Administration. College and School members shall have no designated administrative responsibility. The student members shall be four elected in whatever manner and frequency the students deem appropriate. The ex-officio members shall be: the vice-chancellor, the deans of the various Colleges and Schools, and the registrar. All members shall be voting members. The terms of service for the appointed faculty members shall be two years, half being terminated each year. The committee on committees shall rotate representation with respect to departments and schools, and so far as possible shall provide alternates for each appointed faculty member. The vice-chancellor shall be the chairperson. The registrar shall be the secretary.

Functions:

1. The receiving of proposals for curricular changes from the various academic departments. The initiation, development, and recommendation of curricular changes, particularly in Basic Studies, and the design of curriculum for experimental and research purposes. Members of the administration, non-departmental units and student groups shall request curriculum changes through the appropriate academic departments or their functional equivalents. The academic departments shall submit their proposals through the appropriate dean(s).

2. The evaluation of new proposals by a hierarchical set of criteria, taking into consideration the needs of students and of society, the mission of the university, the necessity for quality programs to attract and retain students, and administrative feasibility.

3. The minimizing of limitations of administrative feasibility in the committee's pursuit of curriculum excellence.

4. The provision of means of transmitting to originators of proposals not only the committee's final decisions, but also, so far as feasible, the rationale of the decisions.

5. A periodic evaluation of the effectiveness of current curricula in formal (as opposed to informal) consultation with the academic departments.

6. The coordination of the various curricula through formal consultation with the academic departments.

7. The publication of agenda in the University Newsletter prior to regularly scheduled meetings.

8. The establishment of guidelines for the management of the committee's business, for evaluation of proposals, and for orientation of new committee members.

9. The authorization of substitutes or waivers for individual students.

B. Graduate Committee shall include the vice-chancellor, the deans of the several schools and colleges that offer graduate programs, the registrar, the director of the library and nine faculty members who are qualified to teach graduate courses. There shall be four graduate students. All members shall be voting members. The chairperson shall be the dean of the College of Education. The registrar shall be the secretary. Among the functions of the committee shall be the following:

1. The establishment of requirements for admission, the conditions of graduation, and the nature of the degree conferred.

2. The determination, in consultation with department chairpersons, of the graduate curriculum.

3. The establishment of rules and methods for the advancement and graduation of students or their dismissal for academic reasons.

4. The recommendation to the senate of candidates for degrees.

5. The selection of recipients of graduate scholarships and fellowships.

C. Committee on Promotion, Tenure, and Salary shall be responsible for establishing procedures for participation with the administration in awarding salary increases, promotions and tenure. The committee shall consist of nine faculty members, none of whom shall have administrative responsibilities. There shall be two students who shall be voting members. The committee shall choose a chairperson from among its members. The committee shall have the following responsibilities:

1. The continuing study of salary, promotion, and tenure policies and the recommendation of policies for the university.

2. The formulation of clearly defined criteria for awarding salary increases, promotion, and tenure. These criteria are to be supplied to administrative officials.

3. The collection and dissemination of information regarding criteria actually employed by the administration.

D. Committee on Academic Freedom shall have the special responsibility for promoting public understanding and support of academic freedom and for promoting agreement upon procedures to assure them. One expression of such a purpose is the 1940 statement on academic freedom and tenure of the American Association of University Professors. Complaints involving recruitment, appointments, promotion, tenure, salary, and all other working conditions shall be referred to this committee. The committee shall consist of nine faculty members, none of whom shall have any designated administrative responsibility; and an additional

member of the faculty, designated by the chancellor for each grievance case. There shall be three students who shall be voting members. The chairperson shall be elected by the committee members. Among the functions of the committee shall be the following:

1. The consideration of complaints involving recruitment, appointment, promotions, tenure, salary, and working conditions.

2. The establishment of the procedures to be followed in questions of termination of a continuous appointment. The procedures shall include the following items from the 1940 statement of principles on academic freedom and tenure endorsed by the American Association of University Professors and other groups:

   a. In all cases where the facts are in dispute, the accused teacher shall be informed before the hearing in writing of the charges against him and shall have the opportunity of being heard in his own defense by all bodies that pass judgment upon his case.

   b. The accused shall be permitted to have with him an advisor of his own choosing who may act as his counsel.

   c. There shall be a full stenographic record of the hearings available to the parties concerned.

   d. In hearing of charges of incompetence, the testimony shall include that of teachers and other scholars from his own or from other institutions.

E. Committee for Commencement shall be responsible for commencement exercises. The committee shall consist of the vice-chancellor, the dean of student affairs, the registrar who shall be the chairperson, six faculty members, and six students. The committee shall have the following responsibilities:

1. Planning the commencement exercises.

2. Arranging for the distribution of rented academic costumes.

3. In cooperation with the appropriate committees, the planning of all receptions which are part of such exercises.

4. Recommending to the faculty recipients for special awards and honorary degrees.

F. Committee on Student Affairs shall be responsible for expressing to the administration faculty viewpoints on policies pertaining to student affairs. The committee shall consist of nine faculty members and it shall elect its own chairperson from among the nine appointed faculty members. The dean of student affairs (or his representative) shall be a non-voting member of the committee.

There shall be three students who shall be voting members. The duties of the committee shall include the following:

1. To develop specific procedures to be used in ascertaining student and faculty opinion on policies to be followed in "formulating regulations pertaining to students."

2. To advise the dean of student affairs in determining policies with respect to student affairs.

G. Committee on Faculty Handbook and Catalog shall be responsible for the revision of the faculty handbook and the university catalog. The vice-chancellor shall be the chairperson. The other members shall be the registrar and six faculty members. There shall be two students who shall be voting members. The functions of the committee shall be the following:

1. The selecting and editing of materials to be published in the catalog.

2. The revision of the faculty handbook in accordance with current practices.

H. Honors and Scholarship Committee shall be responsible for encouraging superior academic performance. It shall consist of nine faculty members. There shall be two students who shall be voting members. The chairperson shall be elected by the committee members. Among the specific duties of the committee shall be the following:

1. The supervision of the honor courses.

2. The suggestion of programs for superior students.

3. The review and decision of honors awarded for outstanding undergraduate students.

4. The planning and presentation of an honors recognition program.

I. Improvement of Instruction Committee shall be responsible for studying means of improving instruction and for recommending teacher improvement leaves. The committee shall consist of the vice-chancellor and nine faculty members. There shall be three students who shall be voting members. The chairperson shall be elected by the committee members. The committee shall have the following responsibilities:

1. The study of means of improving instruction.

2. The administration of teacher improvement assignments including publicity, the receipt of applications, the study and comparison of applications, and the report to the senate of recommendations.

J. Library Committee shall be responsible for informing the library of instructional changes and their anticipated library needs. The committee shall consist of nine faculty members and the director of the library as a non-voting member. The chairperson shall be elected by the committee members from among the nine appointed faculty members. There shall be two students who shall be voting members. The committee shall have the following responsibilities:

1. The suggestion of books, periodicals, and other library materials dictated by curricular changes.

2. The communication of faculty suggestions for the improvement of library services.

3. The communication of student suggestions for the improvement of library services.

4. The study of the library collection and suggestions for its improvement.

K. Committee on Academic Policies and Standards shall be responsible for the formulation and periodic review of local policies and standards concerning the academic status of all undergraduate students. Members of the committee shall include the vice-chancellor, the undergraduate academic deans of colleges and schools, the dean of student affairs, the registrar, the director of admissions, and nine faculty members. There shall be five students who shall be voting members. The chairperson shall be elected by the members. The responsibilities of the committee shall be the following:

1. The formulation and periodic review of local policies and standards concerning admissions, advanced standing, probation, dismissal, readmission, and honors for undergraduate students.

2. The prescription of uniform standards for the several undergraduate colleges.

3. The supervision of the administration of these standards by the administrative officers of the undergraduate colleges.

L. Committee on Outreach shall be responsible for the planning, coordination, and development of all outreach programs offered by the university. It shall work with the curriculum committees and the instructional departments offering outreach classes. The committee shall consist of the Director of the Division of Outreach as chairperson, the vice-chancellor, the academic deans of colleges and schools, and nine faculty members. There shall be four students who shall be voting members. The committee shall have the following responsibilities:

1. To study the need for outreach courses.

2. To examine the institutional resources for such courses.

3. To develop and coordinate outreach programs as part of the university instructional pattern.

M. Institutional Studies and Research Committee shall be responsible for encouraging institutional studies and research. The membership shall consist of the vice-chancellor as chairperson, nine faculty members, and three members of the administration or non-departmental unit whose duties most closely relate to the functions of this committee, the three to be appointed by the vice-chancellor. There shall be three students who shall be voting members. The duties of the committee shall include the following:

1. The receiving of research proposals and the evaluation of them for purpose of funding.

2. The allocation of funds made specifically for faculty research from state legislative appropriations.

N. Committee on Administrative Appointments shall be responsible for expressing to the administration faculty viewpoints on the selection of administrative officials. Committee membership shall be as follows: Each school shall be represented by one of its faculty members. Each college shall be represented by an additional faculty member from outside its school(s), except that the College of Arts, Letters and Sciences shall be represented by two additional members. When an administrative appointment is being considered for a school or college, the chairperson of the senate, in consultation with the faculty of the unit involved, shall appoint additional temporary committee members with full privileges* in committee activities related to such an appointment. Such additional temporary members shall be sufficient to provide for that unit a majority of one voting member on the committee, exclusive of student members. No committee members shall have any designated administrative responsibilities. There shall be two students who shall be voting members. The committee shall elect its own chairperson. The duties of the committee shall include the following:

1. To develop specific procedures, in consultation with the chancellor when necessary, to be used in ascertaining faculty and student opinion on appointment of administrative officials.

2. To conduct the search and screen process for filling positions of dean and above, and to recommend candidates to the chancellor.

3. To choose the degree of involvement of the committee for appointments of associate deans and assistant deans. The committee may elect to:

*This is a deliberate exception to the Senate Resolution with respect to voting privileges (as footnoted on the first page of the By-Laws).

a. Conduct the search and screen process, or

b. Participate only at the interview stage for the finalists of a set of candidates, or

c. Refrain from any participation unless instructed otherwise by the senate.

4. To consult with the chancellor regarding new administrative positions or positions not listed above, and to seek the advice of the executive committee of the senate regarding such positions.

O. Committee on the University Budget shall be responsible for expressing to the administration faculty viewpoints on policies pertaining to the university budget. The committee shall consist of nine faculty members. There shall be three students who shall be voting members. The committee shall elect its own chairperson. The duties of the committee shall include the following:

1. To develop specific procedures in consultation with the assistant chancellor-administration and finance when necessary, to be used in ascertaining faculty opinion on policies to be followed in preparing the annual budget.

2. To advise the assistant chancellor-administration and finance in determining policies with respect to the annual budget.

P. Committee on Campus Physical Facilities shall be responsible for expressing to the administration faculty viewpoints on policies pertaining to campus physical facilities. The committee shall consist of nine faculty members. There shall be three students who shall be voting members. The committee shall elect its own chairperson. The duties of the committee shall include:

1. To develop specific procedures in consultation with the administration when necessary, to be used in ascertaining faculty opinion on planning the physical facilities on the campus.

2. To advise the administration on general planning of the physical facilities of the campus.

Q. Lectures and Concerts Committee shall be responsible for the lectures and concerts program. The committee shall consist of nine faculty members appointed by the senate, the Activities Director, and nine students who shall be voting members. The chairperson shall be elected by the committee members. The committee shall have the following responsibilities:

1. To plan lectures and entertainment to supplement the curricular and extracurricular programs of students and faculty.

2. To make arrangements for presentation.

3. To budget the funds allotted from the student activity fees.

R. Radio and Television Committee shall be responsible for planning and coordinating radio and television programs of the university. The committee shall consist of six faculty members and five students who shall be voting members. The chairperson shall be elected by the committee members. The committee shall have the following responsibilities:

1. To record university programs suitable for rebroadcast.

2. To plan and coordinate radio and television programs of the university.

3. To work with the Improvement of Instruction Committee to develop policies and procedures for closed-circuit television.

S. Foreign Study Committee shall be responsible for promoting foreign study programs and for reviewing and recommending proposals to the appropriate curriculum committees. The committee shall consist of nine faculty members and three students. Previous participation in foreign study programs is desirable. Current directors of foreign study programs are ineligible. There shall be at most one faculty member from any one department. One of the nine faculty members shall be the campus representative of the State Wide Study Abroad Committee, or other representative of the chancellor. To give continuity at least two of the faculty members shall be reappointed each year. The chairperson shall be elected by the committee members. The committee shall have the following responsibilities:

1. The promotion of foreign study programs.

2. The review and recommendation (to the curriculum committees) of foreign study proposals.

3. The recommendation to the chancellor of directors and faculty participants.

4. The recommendation to the senate of requirements for programs, student admission, administration, and faculty selection and duties.

5. The provision of a hearing committee for due process for pertinent and significant grievances. In the event that a negative report on a student's application has been made* the student may elect to have a hearing by the foreign study committee to provide him with due process. If the student requests it, he and the foreign study committee shall be

---

*This refers to the Director's rejection or disapproval of the student's application.

informed of the specific grounds on which his request was denied.

T. Mission and Planning Committee shall be responsible for formulation and revision of mission statements and ten year academic plans. The committee shall consist of the chairperson of the faculty senate, six members of the teaching faculty, the deans of the schools and colleges, the assistant chancellor, five students to be designated by the students, and the vice-chancellor who shall be the chairperson. All members shall be voting members. The functions of the committee, within such guidelines as may be prescribed by the UW System Regents and/or the central administration, shall be:

1. To solicit and examine proposals for new programs for implementation during the 1975-1980 period and subsequent periods.

2. To identify marginal, low productivity and/or low priority programs, and to make recommendations to the senate with respect to such programs.

3. Annually, as the initial step in the university's internal budgeting process, to review the mission statement and academic plan for UW-La Crosse and to formulate and submit recommendations for revision.

4. To solicit input for such recommendations from:

   a. The curriculum committees.

   b. The faculty (largely through the senate).

   c. The student body (largely through its government).

   d. The university administration (largely through the administrative council).

5. To make recommendations for appropriate internal budgetary plans and adjustments in accordance with the university's ten year plan.

II. The committees of the senate include an executive committee, an election committee, and a committee on faculty committees.

A. The Executive Committee:

1. Membership (Article V-D2)

2. Duties and Powers (Articles V-E2, 4; V-F2, 3, 4, 6)

B. The Election Committee:

1. Membership (Article V-F4)

a. Each newly appointed election committee shall take office early in the fall semester.

2. Duties and Powers (Articles V-A12, C, D5, F4, F6, G1c)

3. Additional Election Procedures:

a. Election of senators:

i. In election, ties shall be resolved by additional ballots allowing voters to choose between the tied candidates.

ii. In any nomination or election no more than one vote per candidate shall be counted from any one ballot.

iii. The numerical results of elections shall be available for faculty perusal, but not for publication.

b. Election of senate officers:

i. Nomination (and election) of each officer shall occur on separate ballots, the chairperson being elected first, the vice-chairperson, secretary, and the additional elected member of the executive committee being elected separately in that order.

ii. Each senator shall nominate one senator per office. The two candidates receiving the most votes and accepting the nomination shall be named the nominees, unless a tie increases the number.

iii. A majority vote is required to elect. If a nominee receives a majority of the votes cast on the nomination ballot, he is thereby elected.

iv. The chairperson of the senate shall chair the meeting.

v. The numerical results shall not be published.

C. The Committee on Faculty Committees:

1. Membership: A committee of five members, including a chairperson, shall be appointed by the executive committee and approved by the senate from among the senators. The newly appointed committee shall replace the out-going committee at the beginning of the second semester.

2. Duties: The committee shall determine the members of faculty committees, and, where the chairpersons are to be elected, the committee shall appoint conveners.

3. Procedures:

a. The committee shall solicit in writing from the faculty its preferences for committee assignments.

b. Subsequently in a closed session the committee shall determine the list of appointments. The committee shall then submit the list to the executive committee for review and recommendations. The list of appointments shall then be released to the senate (Article V-F6), and shortly thereafter to the faculty as a whole.

c. The new faculty committee members shall replace the former ones as of August 15.

d. As occasion requires, the committee on faculty committees shall maintain the memberships of faculty committees by new appointments.

III. Curriculums shall consist of:

A. A basic studies program which must be satisfactorialy completed before the student may be graduated.

B. Baccalaureate programs in the undergraduate colleges leading to degree.

C. Programs in the graduate college in the areas authorized by the board of regents.

IV. Curriculum Policies shall be as follows:

A. Basic Studies:

1. All students who enroll in a curriculum leading to a baccalaureate degree at the University of Wisconsin-La Crosse shall be required to enter the program of basic studies.

2. The program of basic studies shall include course requirements totaling not less than 42 semester credits to be earned by all students, with not less than 24 credits to be included in the first year.

3. The requirements in the basic studies program shall provide opportunity for all students to choose from several courses grouped within prescribed general areas. Students who have made tentative choices of majors and minors shall be encouraged to select basic introductory courses in the established sequences at the earliest possible time.

4. Students will be tentatively admitted to the colleges of their choice at the time of their admission to the university. Those with no choice will be admitted to the College of Arts, Letters and Sciences.

5. The content of the basic studies shall be designed to help the student to understand himself and the world in which he lives, and to develop the abilities, habits, and attitudes which should characterize a university graduate. Although choices shall be provided to individual students, the program shall require all students to pursue a pattern of study which will minimize avoidance of any of the major areas of human experience.

6. Each of the undergraduate colleges shall be obligated to accept credit for the requirements met in the basic program if studies conform to the prescribed pattern.

7. Sequences of studies prescribed for majors or minors in any field shall be such that a student who completes the basic program of studies will be able, by taking a normal schedule of work, to fulfill all requirements for graduation within a total of eight semesters, including the time spent in the basic studies program. This includes major and minor requirements, professional requirements, and all other requirements not included in the basic studies program.

8. Although students are encouraged to make tentative choices of major and/or minor field prior to the second year of their work, they shall not be forced to make such choices.

9. The determination of the programs of basic studies described herein shall be accomplished in the following manner:

   a. The undergraduate curriculum committee shall make recommendations to the faculty senate for changes in the program. No faculty action shall be taken concerning the program of studies without preliminary study and recommendations by the committee.

   b. All recommendations of the committee to the faculty senate shall be preceded by careful studies which shall be designed to determine the feasibility of the recommendations with respect to

      (1) availability of staff;
      (2) availability of facilities;
      (3) availability of funds;
      (4) coordination with necessary core, professional and major and minor requirements within the undergraduate colleges of the university.

   c. Students in the basic studies program shall be advised in the college to which they have been tentatively admitted.

B. Baccalaureate: The undergraduate curriculum committee appointed by the senate shall be responsible for curriculum in the College of Education; the College of Arts, Letters and Sciences; and the School of Business Administration. No faculty action concerning

such curriculums shall be taken without preliminary study and recommendation by the committee. All proposals for new programs shall be subject to senate approval.

C. Graduate: The graduate committee shall determine the graduate curriculums and no faculty action concerning such curriculums shall be taken without preliminary study and recommendations by the committee. All proposals for new programs shall be subject to senate approval.

V. Role of Departments

A. The primary function of a department is to teach in its discipline, maintaining a faculty collectively expert in the breadth and depth of its subject matter and in ways of effectively communicating it and significantly applying it to life situations. The following are some key responsibilities of members of a department:

1. Keeping abreast of the subject matter of their discipline and of new ways of organizing and communicating it that may entail revision of courses and curricula.

2. Developing and expanding library holdings in their field.

3. Continuously relating the substance of their discipline to the needs and interests of, on one hand, the general student and, on the other, the potential specialist in their field.

4. Whenever possible, making contributions of original research in their field.

B. Related functions that have to do with making available the physical and intellectual environment in which effective teaching can take place are described under "Responsibilities of Department Chairpersons" in the section following. The department, through regular department meetings and committee assignments, works with its chairperson to formulate policy which the chairperson is then responsible for carrying out. The department functions in the selection of its chairperson, in the delegation of authority to him, and in frequent consultation with him on numerous matters, as specified in the following section.

VI. Role of Department Chairpersons

In addition to appropriate consultation on all matters with the dean of the college in which the department is located, the chairperson should consult with members of his department at least on all matters below marked (1). Departments may elect to set up by-laws to define and extend this process of consultation. Items marked (a) are recommended for consideration by the whole department; items marked (b) might better be handled by a committee. The chairperson, however, is responsible for the execution of basic policies once they are formed.

A. Personnel

Preside at regularly scheduled meetings of the department and attend meetings of appropriate committees. Describe faculty vacancies and correspond with applicants and placement agencies; set up and participate in interviews (1b); recommend as to employment (1b); provide for orientation and visitation of new members (1b).

Confer with all members on their qualifications and opportunities for improvement and advancement and on obstacles thereto. Provide information and recommendations in accordance with established procedure as to retention and dismissal, tenure, promotions in rank, salary inequities, and salary merit ratings (1b), and on request inform each colleague of what has been recommended for him.

Participate in selection of graduate assistants, and in hiring and evaluation of civil service staff and student help.

Recommend summer session faculty within university and department guidelines.

Make arrangements for classes during prolonged absences of faculty.

B. Curriculum

Implement the authorized curriculum. Elicit or supply proposals for new or revised courses, special projects, grant proposals, and curriculum changes (1a), and participate in presentation of departmental proposals before the appropriate committee of the university.

Advise on curriculum or credit problems brought from the student, the registrar, the Admissions Office, or elsewhere.

C. Budget

Draw up budget of positions, travel, services, supplies and equipment (1a), and dispatch orders for all budgeted items and textbook requirements. Govern expenditures in accordance with the budget plan.

Report textbook choices to Textbook Library prior to each registration.

In consultation with the dean, schedule office and work space; request necessary facilities and repairs for office areas and classrooms.

D. Registration

Develop semester and summer session class schedules, consulting with available faculty.

Schedule and supervise registration procedure of colleagues during the registration and drop-add periods.

Advise on the adding or cancelling of classes during registration.

E. Students

Recommend faculty as advisors to serve under the appropriate deans.

Hear student questions, petitions, and complaints on courses, faculty, grades, and curriculum requirements (1b).

Arrange meetings with student majors and/or, where appropriate, invite their representation at department meetings.

F. Public Relations

Represent the department at professional meetings and placement centers.

Confer with other chairpersons in the university and with sister departments in the system and area.

Correspond with prospective students, teachers and general citizenry of the area on their inquiries.

G. Teaching

Be involved in some teaching assignment in the department.

VI. The Selection of Department Chairpersons

A. Eligibility Requirements

1. To vote for chairperson:

Rank of instructor or above, performing at least one-half time service.

On staff of this university at least one full semester. Not on terminal contract or temporary appointment. Members on authorized leave are eligible to vote.

2. To serve as chairperson:

Rank of assistant professor or above.
On staff of this university at least three full semesters.
Not on terminal contract or temporary appointment.

B. Term of Office

Three years, subject to removal for cause.
One third of the chairpersons to be elected or appointed each year.
Terms to start at beginning of first semester.

C. Method of Selection

1. Departments with fewer than five members eligible to vote for chairperson:

   Appointed by chancellor.

2. Departments with five or more members eligible to vote for chairperson:

   a. By department election.

      Elections shall be held during February.

      The dean shall send nominating ballots, containing the names of all members of department eligible to serve as chairperson, to each member of the department eligible to vote;

      each person receiving the ballot shall vote for one person and return it to the dean, who shall tabulate the results;

      the dean shall determine whether or not the two persons receiving the highest number of votes are willing to serve if elected; however, if one person receives 60 percent or more of the votes cast that person shall be declared elected;

      the dean shall send election ballots, containing the names of the two persons nominated, to each member of the department eligible to vote;

      each person receiving the ballot shall vote for one person and return it to the dean, who shall tabulate the results;

      the dean shall submit the name of the chairperson-elect in each department to the vice-chancellor for his approval, who in turn shall submit it to the chancellor for his approval;

      if approval is not given, the department shall hold another election under the provisions outlined in this by-law.

   b. By chancellor's appointment.

      A petition may be addressed to the dean, requesting a department meeting at which the issue of the appointment of a chairperson shall be raised; the petition must be signed by no fewer than 25 percent of the members of the department and shall be given to the dean prior to the distribution of the election ballot;

the dean shall set the time and place and announce in writing, at least one week in advance, the purpose of the meeting to each member of the department eligible to vote;

the dean shall preside and the matter shall be discussed;

the dean shall then send ballots, containing the alternatives (to appoint or to elect a department chairperson), to each member of the department eligible to vote;

each person receiving the ballot shall mark his preference and return it to the dean, who shall tabulate the results; a majority vote shall be declared the desire of the department;

the dean shall submit the results to the vice-chancellor and the chancellor;

if the department majority votes for chancellor's appointment, the chancellor shall appoint a chairperson for the election period;

if it is considered the best choice, a search for a chairperson from off campus shall be handled in the manner of filling other vacancies.

Unless another petition is received by the dean at the end of the three-year period and the department votes again to request the chancellor to appoint the chairperson, the department shall return to the elective system.

The names of all chairpersons-select shall be announced by the chancellor.

D. Elastic Clause

Nothing in this by-law shall be deemed to preclude the chancellor from appointing a chairperson from within or from outside a department when and if the need exists.

E. Removal of a Chairperson

1. By dissatisfaction among members of the department.

A petition signed by no fewer than 50 percent of the members of the department shall be addressed to the dean, requesting a department meeting at which to consider the question of removal of the chairperson;

the dean shall set the time and place and announce in writing, at least one week in advance, the purpose of the

meeting to each member of the department eligible to vote;

the dean shall preside and the question shall be discussed;

the dean shall then send ballots, containing the alternatives (to remove or to retain the department chairperson), to each member of the department eligible to vote;

each person receiving the ballot shall mark his preference and return it to the dean, who shall tabulate the results; a two-thirds vote of the voting members of the department shall be required to remove the chairperson;

the dean shall submit the results to the vice-chancellor and the chancellor;

If the vote is to remove the chairperson, a new chairperson shall be selected in accordance with one of the methods outlined in this by-law.

Such proceedings may be instituted against a chairperson only once during a term of office and not before the end of the third semester of his term.

The chairperson may resign at any point in the proceedings without prejudice.

2. By inability to complete the term.

   The department shall hold an election or request the chancellor to appoint a chairperson for the remainder of the term in accordance with the provisions of this by-law.

3. By temporary leave.

   a. For one semester.

      After consultation with the incumbent chairperson a temporary replacement shall be recommended by the dean to the vice-chancellor and the chancellor.

      The regular chairperson shall resume the position at the conclusion of his leave.

   b. For more than one semester.

      The department shall hold an election or request the chancellor to appoint a chairperson in accordance with the provisions of this by-law; however, the time sequence will not be applicable.

VIII. Remuneration of Department Chairpersons

A. Salary adjustment for chairpersons

1. There will be no bonus or special consideration attached to a department chairpersonship.

2. The chairperson will be evaluated for merit annually to determine the proper salary increment. This evaluation should consider teaching and administration and should have input at least from the department and administration.

B. Reduction of Load

1. Department chairpersons are to be assigned a reduced load depending on department size:

a. A reduction of 1/4 time for a chairperson of a department with fewer than 10 full-time faculty positions.

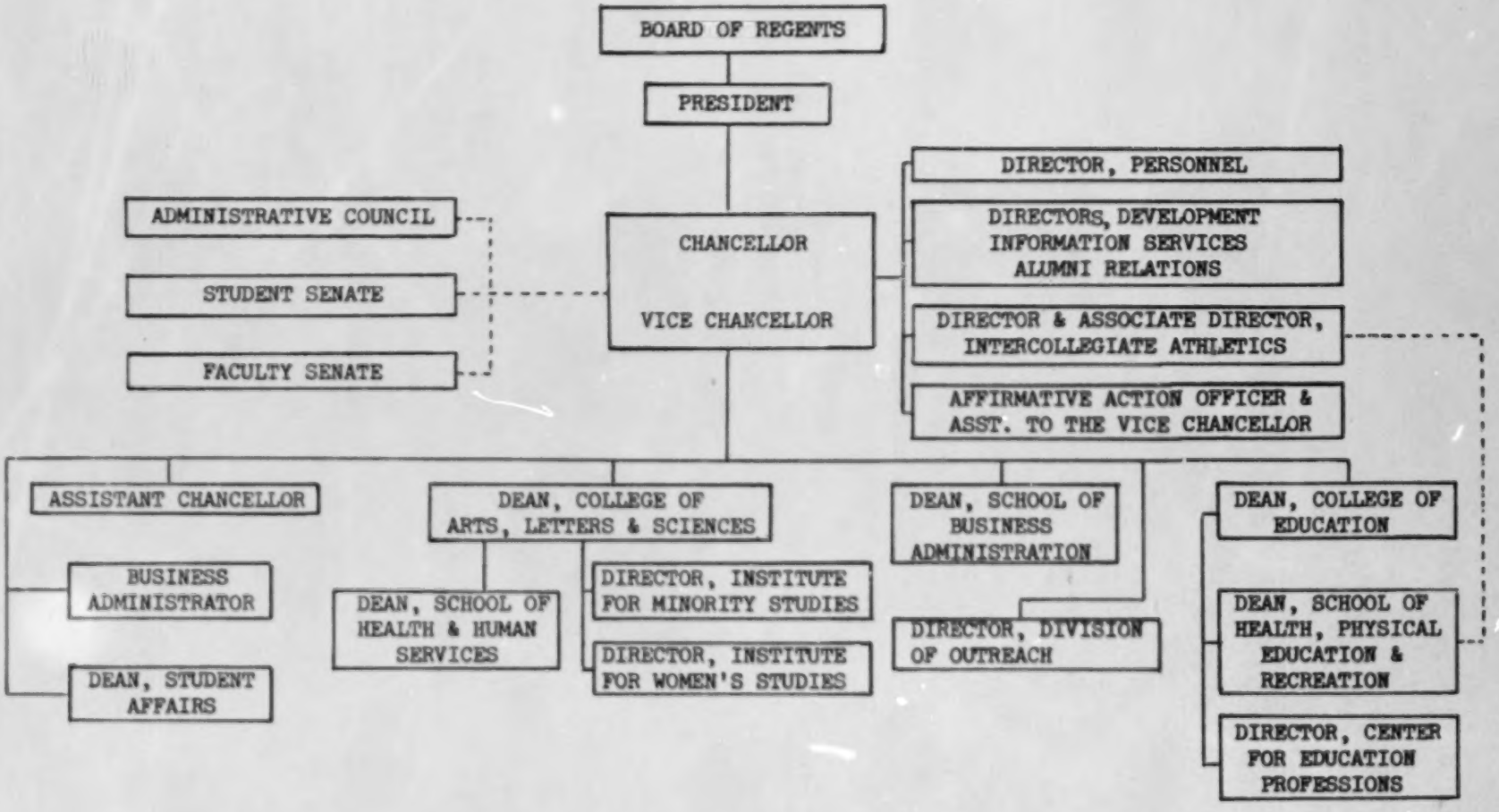
b. A reduction of 1/2 time for a chairperson of a department with 10 or more full-time faculty positions.

2. In those cases where a department has 20 or more full-time faculty positions or where the volume of departmental business justifies it, a chairperson may be assigned a load reduction greater than specified above.

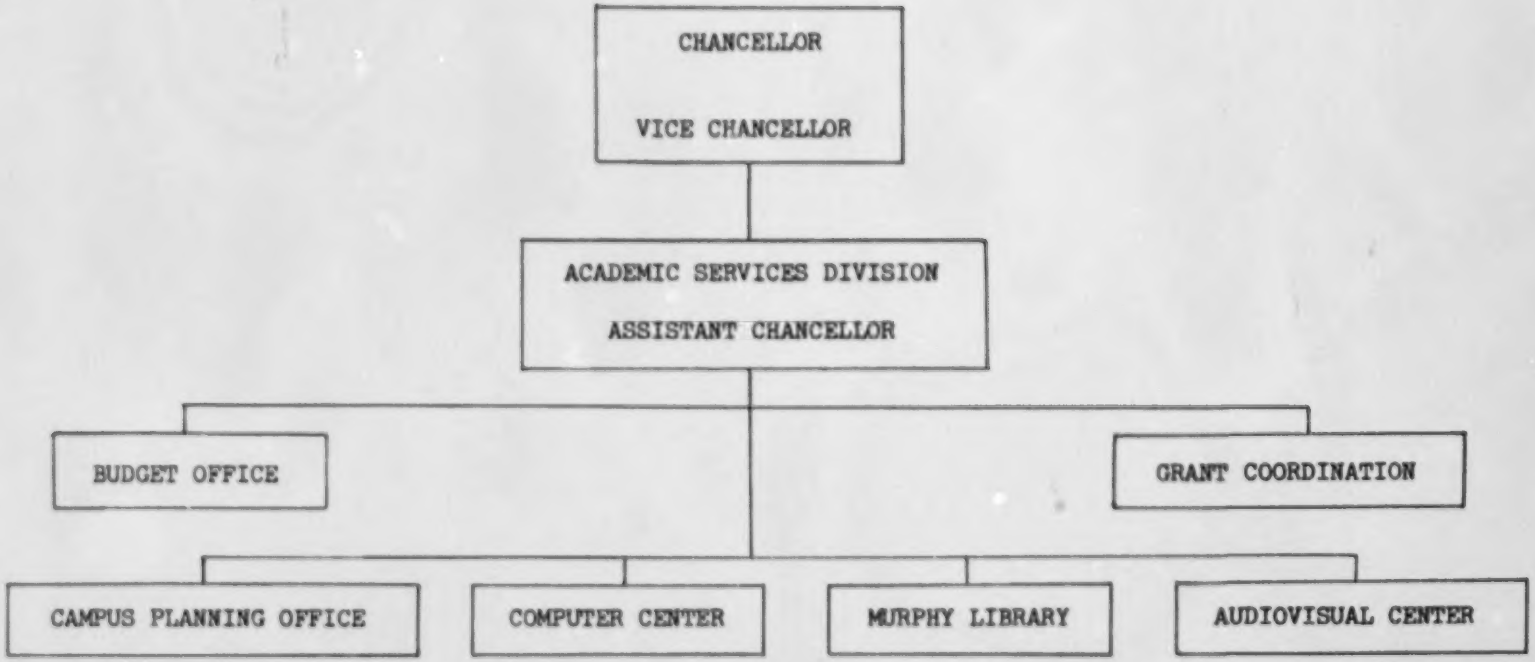
IX. Amendments to these by-laws may be adopted at any regular senate meeting by a two-thirds vote provided that any proposed amendment has been read at the preceding regular meeting.

UNIVERSITY OF WISCONSIN - LA CROSSE
ADMINISTRATIVE ORGANIZATIONAL CHART

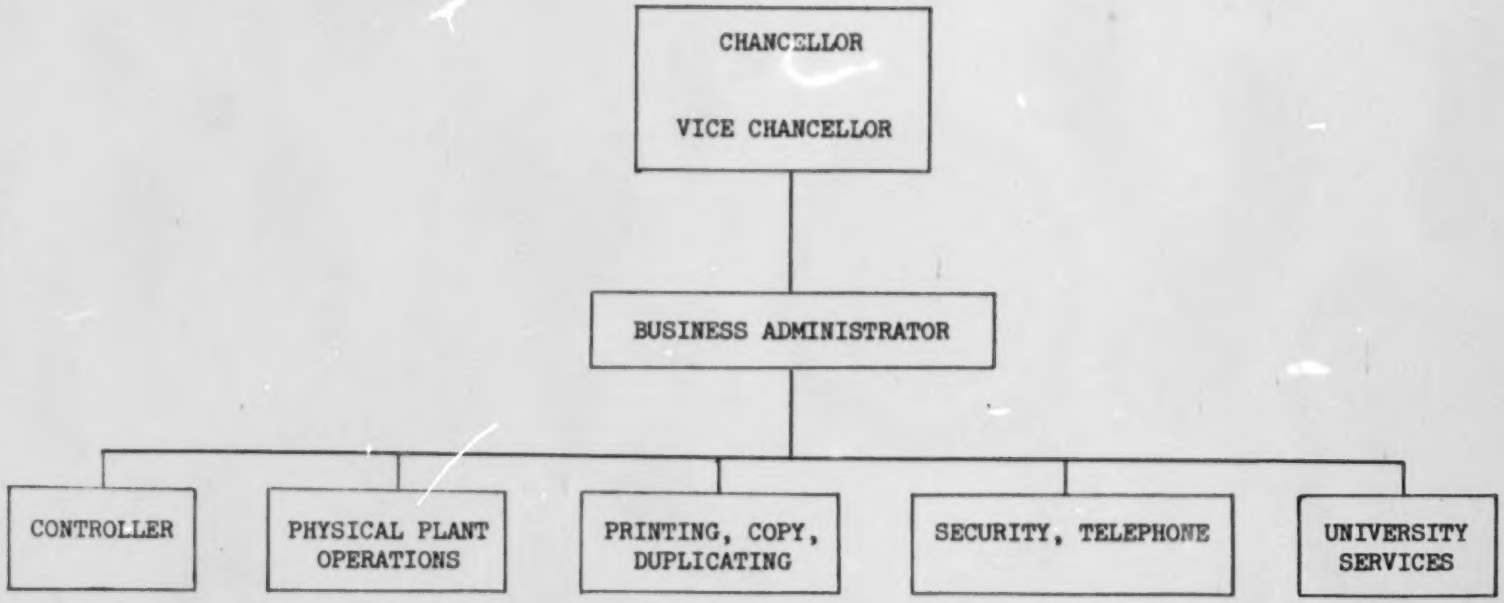
June 1, 1975



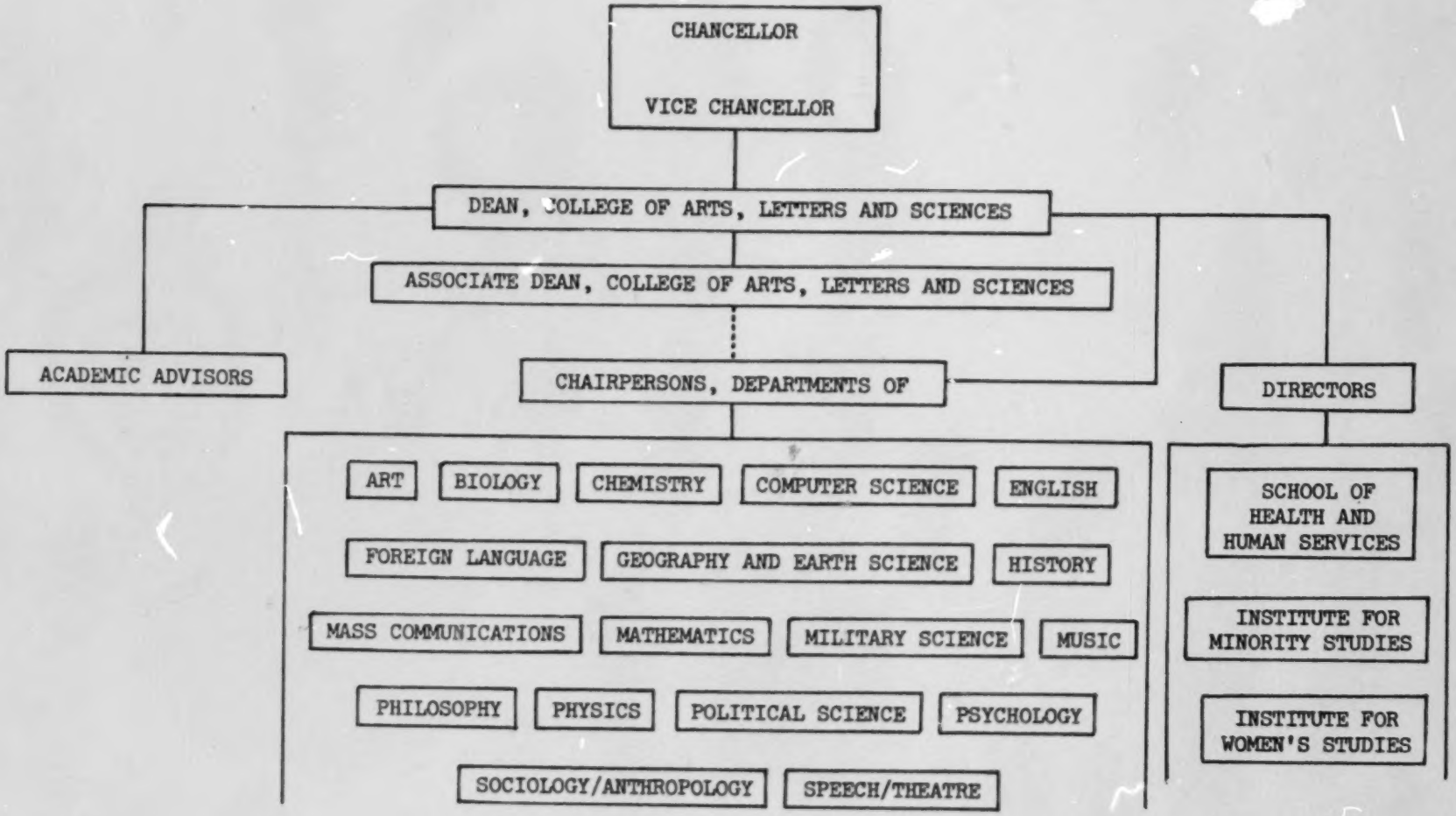
ACADEMIC SERVICES DIVISION



BUSINESS ADMINISTRATOR

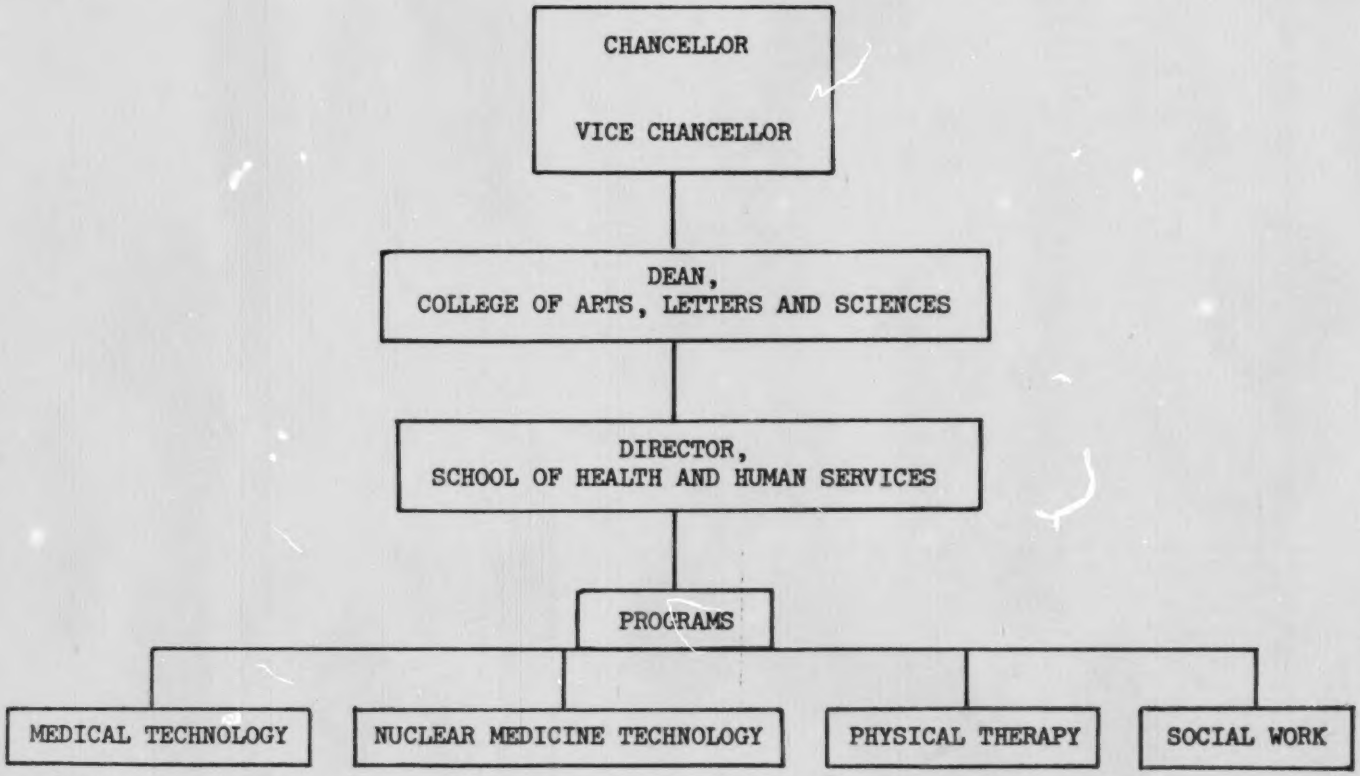


COLLEGE OF ARTS, LETTERS AND SCIENCES

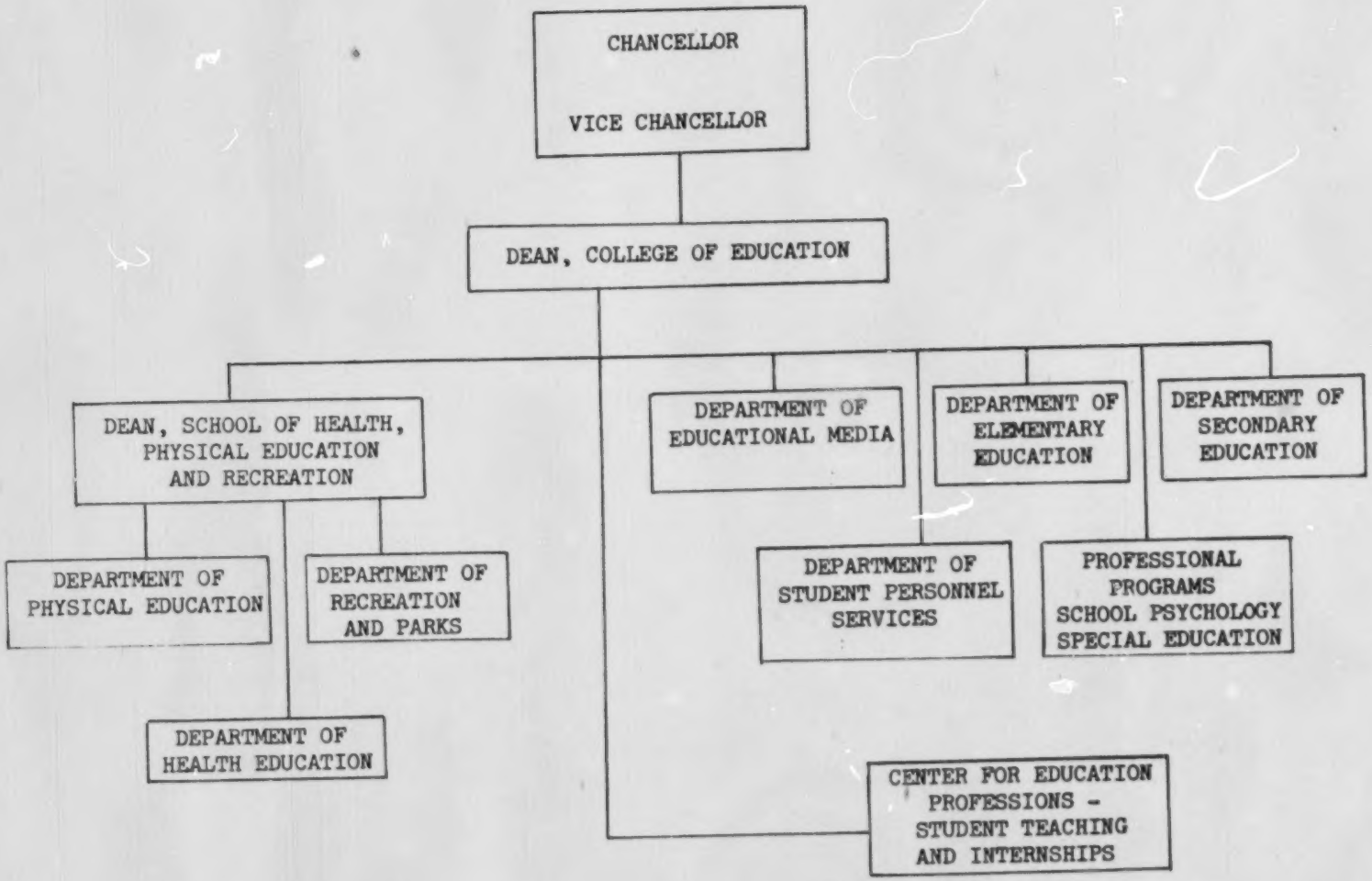


See organizational chart of School of Health and Human Services (page 54).

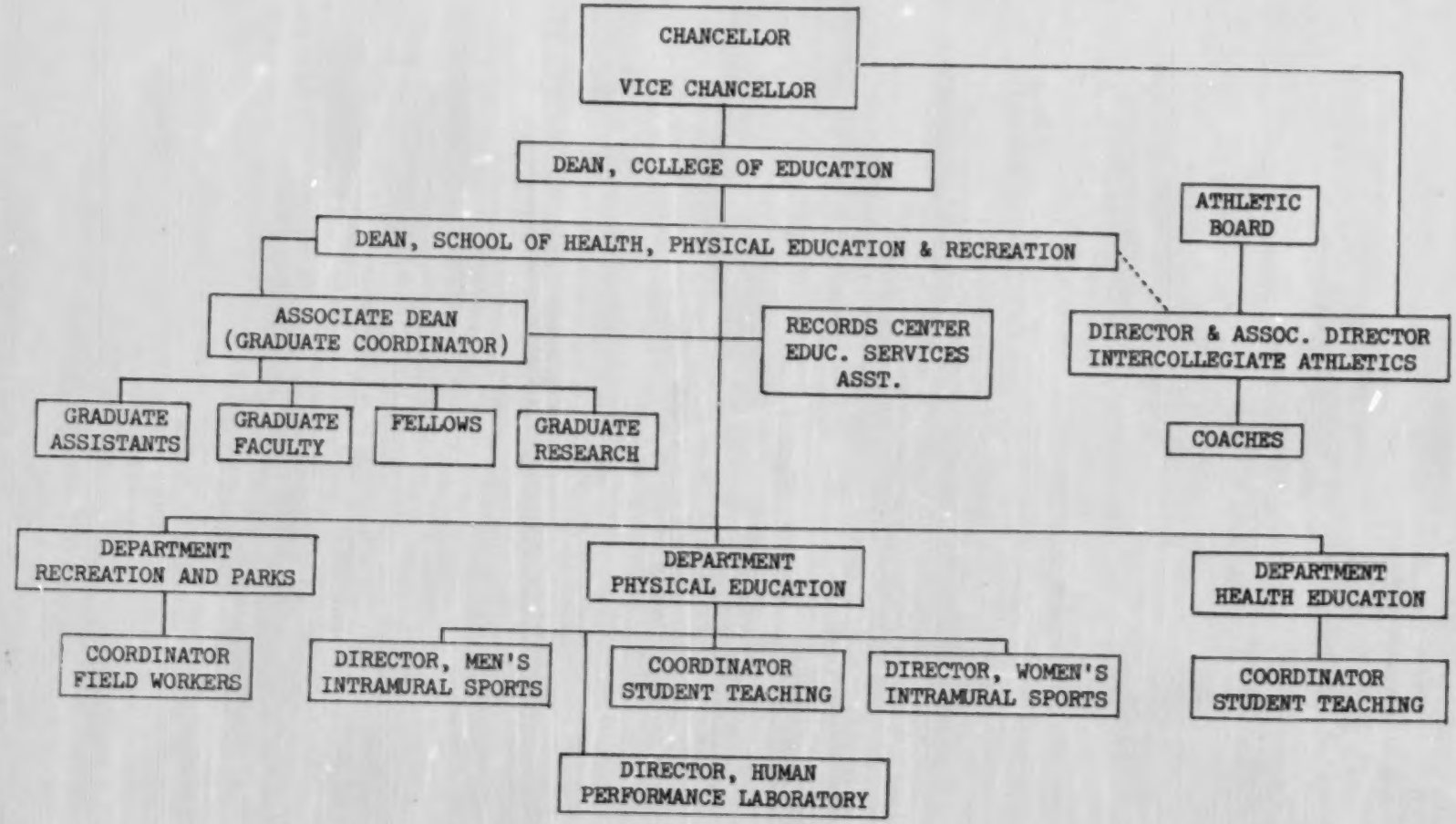
SCHOOL OF HEALTH AND HUMAN SERVICES



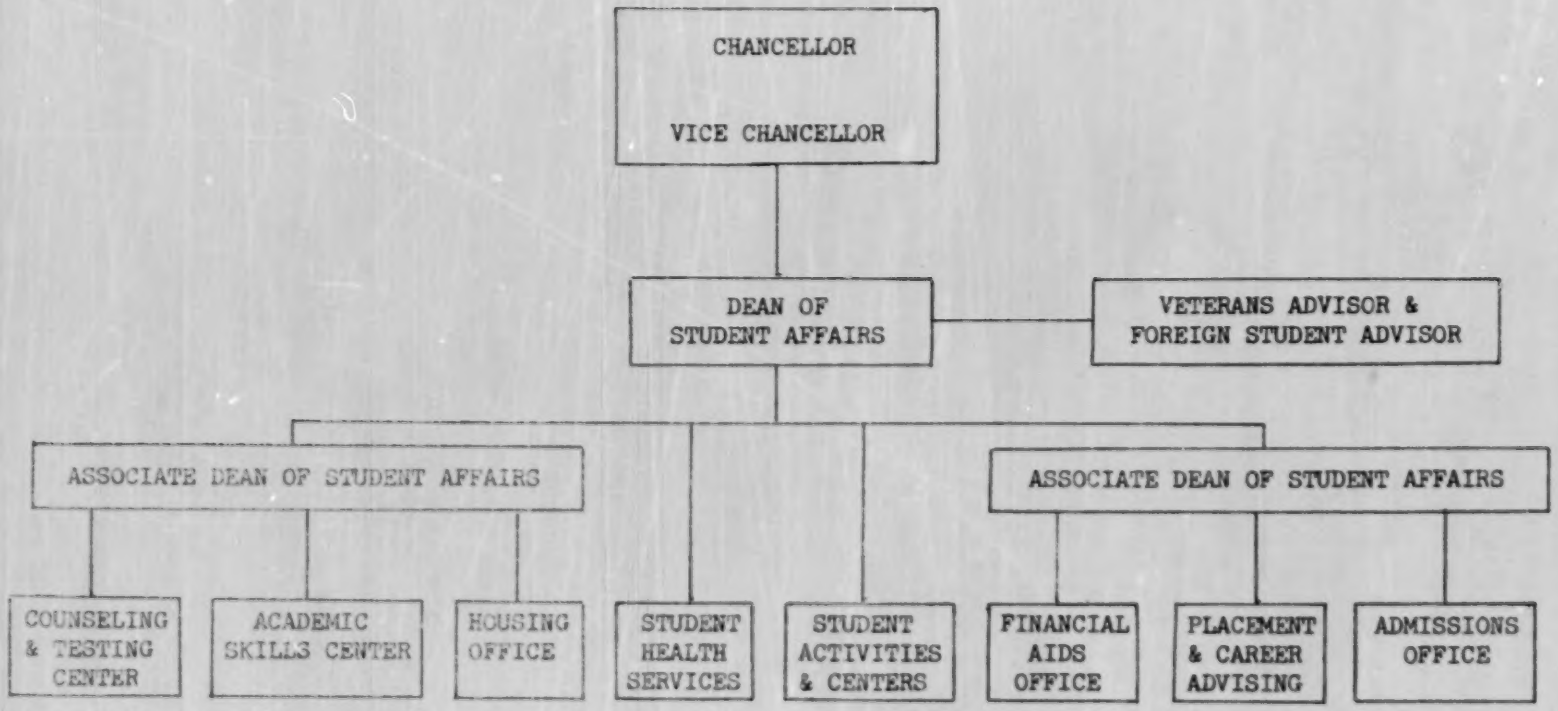
COLLEGE OF EDUCATION


CHANCELLOR
VICE CHANCELLOR
DEAN, COLLEGE OF EDUCATION
DEAN, SCHOOL OF HEALTH, PHYSICAL EDUCATION AND RECREATION
DEPARTMENT OF EDUCATIONAL MEDIA
DEPARTMENT OF ELEMENTARY EDUCATION
DEPARTMENT OF SECONDARY EDUCATION
DEPARTMENT OF PHYSICAL EDUCATION
DEPARTMENT OF RECREATION AND PARKS
DEPARTMENT OF STUDENT PERSONNEL SERVICES
PROFESSIONAL PROGRAMS SCHOOL PSYCHOLOGY SPECIAL EDUCATION
DEPARTMENT OF HEALTH EDUCATION
CENTER FOR EDUCATION PROFESSIONS - STUDENT TEACHING AND INTERNSHIPS

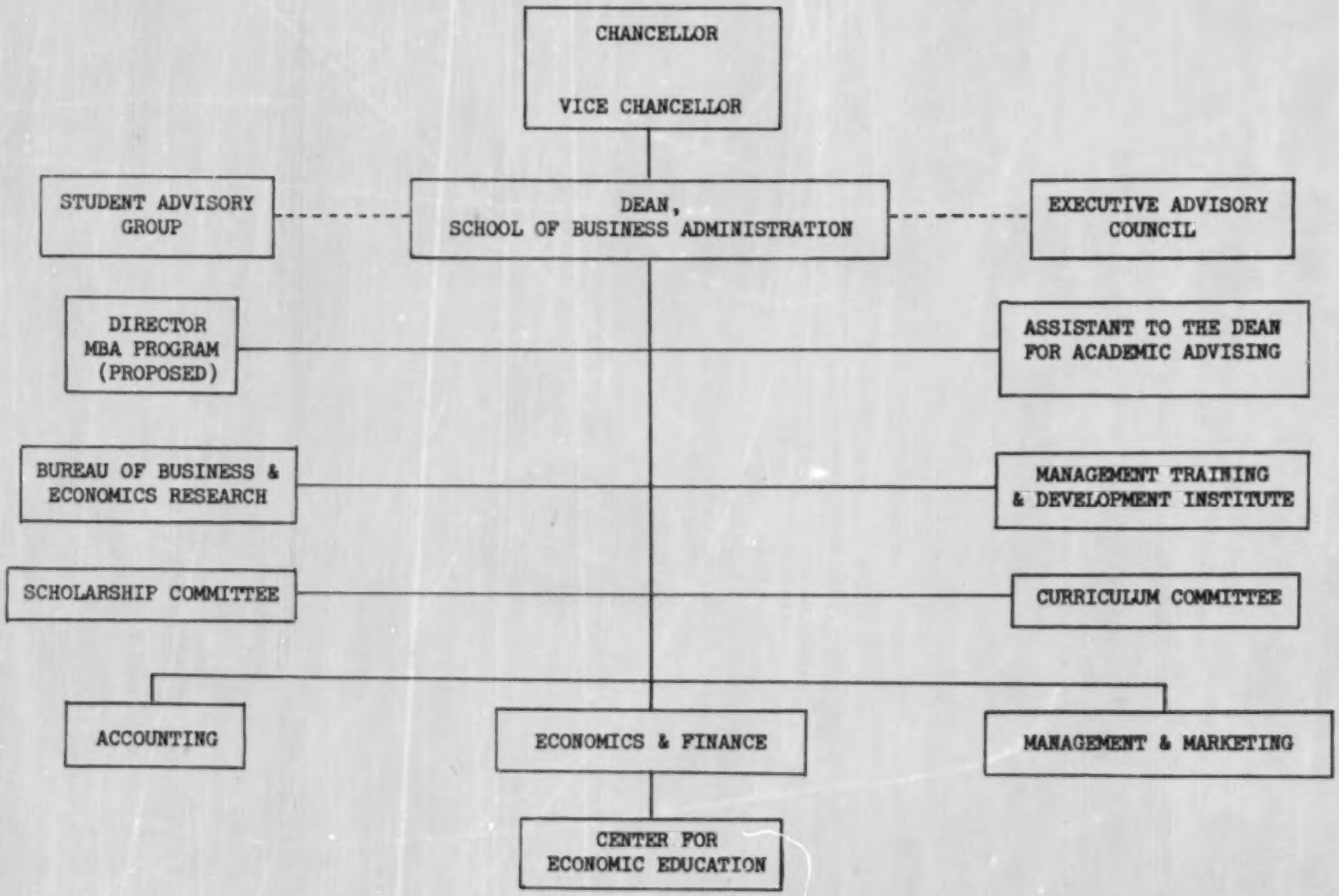
SCHOOL OF HEALTH, PHYSICAL EDUCATION AND RECREATION



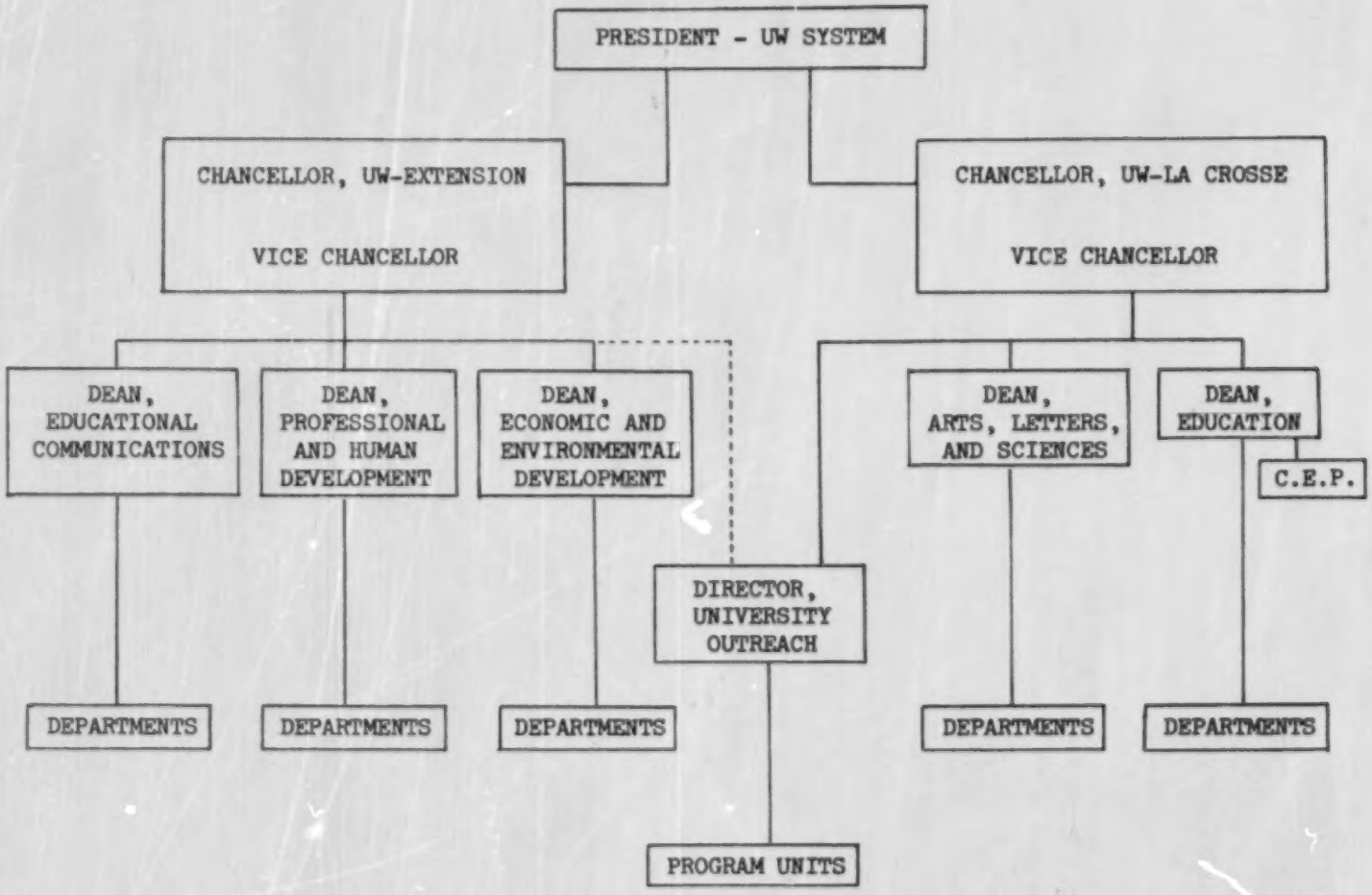
STUDENT AFFAIRS OFFICE



SCHOOL OF BUSINESS ADMINISTRATION



DIVISION OF UNIVERSITY OUTREACH



III. FACULTY PERSONNEL POLICIES AND PROCEDURES

CHANCELLOR'S POLICY STATEMENT: AFFIRMATIVE ACTION

The University of Wisconsin-La Crosse is totally committed to a program of affirmative action which will insure equal opportunities for all faculty, staff, and students. No person may be denied employment or related benefits because of race, color, religion, sex, age, national origin, or relationship to other employees. No person may be denied admission to the university or to any of its programs or activities, either academic or non-academic, curricular or extra-curricular, because of race, color, religion, sex, age, national origin, or relationship to employees of the university.

A policy of nondiscrimination imposes an obligation to correct underutilization of minority individuals and women at all levels of employment and in all academic programs and activities within the university, and to make all faculty, staff, and students aware of the policy requiring equal compensation or credit for comparable work and of equal opportunities for merited advancement. Affirmative action to implement this policy will be continuous and aggressive and requires personal commitments of the university administrators, faculty, staff, and students. Supplemental policies and procedures will be adopted as needed to insure the success of the university's affirmative action program.

Realistic goals for the hiring of minority individuals and women will be established and every good-faith effort will be made to achieve those goals. Recruiting and hiring will be continuously monitored to insure that we make every good-faith effort possible.

All university personnel responsible for any phase of advisement, counseling, guidance, or placement of students will refrain from the use of, or reference to, sex-oriented or racial job stereotypes.

The university will not participate in, support, or sanction any activity which discriminates on the basis of sex, when in fact, no exception can be allowed except on the basis of a bona fide physical dichotomy.

The university also seeks to further equal employment goals with respect to those outside the university with whom we deal by the use of equal employment opportunity clauses in all contracts.

FACULTY RANK, PROMOTIONS, SALARIES, TENURE

Rank and Promotions

Minimum standards and guidelines governing rank and promotion of faculty members are prescribed by the Board of Regents and by the chancellor, with

advice from the Faculty Senate. (See Board Resolution No. 3650 adopted on September 11, 1970, and minutes of the Faculty Senate for February 15, 1968; November 13, 1969; and May 2, 1974.)

1. Non-Discrimination Clause. Race, national origin, sex, religion, creed and political views will not be considered pertinent factors in the formulation of recommendations for promotions.

2. Evaluation Criteria. Evaluation of faculty members for salary, promotion and tenure purposes shall be based on the standards and guidelines adopted by the Board of Regents and by the La Crosse Faculty Senate. (See following pages.)

3. Minimum Standards for Promotion Eligibility.

Instructor - Required: Master's degree or its equivalent. (Minimum educational preparation code 4.) Percentage of faculty: 20-40 percent.

Assistant Professor - Required: Master's degree, or equivalent, plus one full year of graduate study as measured by the institution where graduate work is applicable in a degree program. (Minimum educational preparation code 3.) Percentage of faculty: 25-40 percent.

Associate Professor - Required: Earned Doctor's degree or equivalent. To be eligible for the rank of associate professor the faculty member should have a minimum of five years of teaching or other appropriate experience. (Minimum educational preparation code 1.) Percentage of faculty: 25-40 percent.

Professor - Required: Earned Ph.D., Ed.D. degree, or equivalent. To be eligible for the rank of professor the faculty member should have a minimum of ten years of full-time college-university teaching or other appropriate experience. (Minimum educational preparation code 1.) Percentage of faculty: 10-25 percent.

Notes:

a. Education and experience requirements must be fully met prior to formulation of recommendations for promotions.

b. A "full year" of graduate work for this purpose is defined as thirty semester hours beyond requirements for a master's degree except when certified to be some number other than thirty by an appropriate administrative officer of the institution in which the faculty member is enrolled in a bona fide program leading to a higher degree.

c. In accordance with a Faculty Senate recommendation, faculty holding the two or three year M.F.A. and the two year M.S.S.W. may be recommended for promotion to the upper two ranks. For two year M.S.S.W. holders minimum promotion eligibility requirements for all

professional ranks are A.C.S.W.* eligibility and three (3) years of clinical social work experience. In addition, for promotion eligibility to associate professor, a minimum of five (5) years of college teaching experience is required; and for promotion eligibility to professor, ten (10) years of college teaching experience plus one full year of graduate study beyond the master's degree is required. Such recommendations if approved would be processed under the "exceptions" clause listed below.

d. Lecturer - To be used for appropriate special assignments.

e. Administrators and specialized faculty personnel may be employed without assignment or rank.

f. Faculty assistants shall receive annual appointments that do not accrue for tenure, according to Wisconsin Statute 37.31. Required: Bachelor's degree or equivalent. (Minimum educational preparation code 5.)

4. Educational Preparation Code. The educational preparation code assignment shall be based on the following minimal academic experience pertinent to the teaching assignment.

Code 1. Any of the following three categories qualify for this rating:

a. Ph.D.
b. Ed.D.
c. Earned doctor's degrees equivalent to the Ph.D. and Ed.D. requiring the minimum equivalent of three full years of graduate study beyond the baccalaureate.

Code 2. a. Earned degrees requiring a minimum of three full years' work beyond the baccalaureate degree.

Code 3. a. A master's degree plus one full year of graduate study as measured by the institution where graduate work is applicable in a degree program.
b. A specialist degree or its equivalent.
c. Two-year master's degrees.

Code 4. a. Master's degree.

Code 5. a. Bachelor's degree.

Code 6. a. No bachelor's degree.

Promotion is not automatic when minimum experience and training is met. The individual faculty member is responsible for informing the appropriate university officer of any newly completed graduate study which might affect his/her preparation code. Exceptions to the above requirements for rank and code may be made by the Board of Regents at the request of the president (chancellor) in cases where exceptional

---

*Academy of Certified Social Workers.

experience or special credentials comprise the best preparation for instruction in the assigned discipline.

5. Procedures for Promotion. Lists of faculty members who are eligible for promotion are distributed to department chairpersons and office heads by their deans or other administrative officer early in the second semester. Members of each department or office may determine the procedures for making recommendations in accordance with the prescribed evaluative criteria and for providing appropriate supporting data. The department chairperson or office head transmits the evaluations and recommendations to the dean or administrative officer. Such recommendations for each faculty member must be accompanied by appropriate supporting statements which indicate a record of well-recognized accomplishments and contributions within the department, the university, the profession and the community. A full-scale administrative review of these recommendations will be completed prior to final decisions.

In addition to the minimum standards prescribed by the Board of Regents, the following University of Wisconsin-La Crosse policies will be observed:

1. The current academic year is not countable as experience toward eligibility requirements.

2. The preparation code utilized will be that which is supported by appropriate official records in the faculty member's personnel file in the chancellor's office.

3. Faculty members who are on terminal appointments will not be recommended for promotion.

4. A minimum of two years completed in rank at University of Wisconsin-La Crosse will be required for recommendations for promotion to full professor and associate professor. The same requirement will be applicable to the lower two ranks except in those cases which involve agreed-upon conditions contained in initial appointments to the faculty and in cases where requirements for terminal degrees are completed.

5. Promotions will be considered effective July 1 following their announcement by the chancellor. These actions will precede salary adjustment actions for the following academic year, at which time promoted faculty members will be grouped with those in their recommended ranks.

6. Recommendations for promotion to full professor and associate professor will be contingent upon final decisions having been made to grant tenure status.

All concerned should understand clearly that eligibility status and departmental or office recommendation for promotion does not assure or imply that the recommended promotion will be made.

Guidelines for Faculty Promotions and Salary Adjustments

Faculty promotions and salary advances other than those provided by automatic increments shall be determined upon the basis of the following factors:

1. Teaching Ability. By this is meant the success of the instructor in securing interest, effort, and progress on the part of the students. The primary consideration is that students are stimulated to better standards of scholarship, to keener interest in learning, to greater professional understanding, and to more effective effort toward self-improvement.

2. Professional Growth. This is essentially a matter of scholarship of a live and progressive character, manifested by such things as continued study, scholarly interests, research, and productive and creative work, and professional participation and performance. The essential test of such growth is the teacher's success in holding the respect and esteem of his students and his colleagues within his special field of study and in maintaining professional standards in keeping with those generally approved by the teaching profession.

3. General Education Service. This refers to the acceptance and fulfillment of educational responsibilities outside the classroom. It may be shown by service in professional organizations of statewide or national scope, identification with community movements of genuinely educational character outside the classroom, or by similar types of service by which the university achieves greater prestige and usefulness in the community, state, and nation.

4. Special Departments and Activities. The problem of securing competent staff members with advanced degrees in some special departments and in some activities is recognized, and exceptions may be made in such cases with the approval of the Board.

Promotions from one rank in the schedule to another shall not follow automatically when a faculty member has raised his qualifications to meet the requirements of the rank above, but rather shall be made within the percentage limitations for each rank and upon the written recommendation of the president to and approval by the Board prior to the meeting of the Board at which the annual operating budget is adopted. In appraising the claims of any individual to faculty promotion and salary advances, other than an automatic increment, it is recommended that the presidents consult department heads, deans, and duly constituted representative bodies of faculty.

Sex shall not be considered a factor in connection with advancement or promotion.

--Wisconsin Administrative Code,
Rules of Board of Regents of State Colleges

Tenure

Following are the provisions of the merger law which deal with tenure of university faculty members. Complete copies of the merger statute are available from the Faculty Senate and the Office of the Vice Chancellor.

36.13 Faculty tenure and probationary appointments. In this section:

(1) Definitions.

(a) "Tenure appointment" means an appointment for an unlimited period granted to a ranked faculty member by the board upon the affirmative recommendation of the appropriate chancellor and academic department or its functional equivalent within an institution.

(b) "Probationary appointment" means an appointment by the board held by a faculty member during the period which may precede a decision on a tenure appointment.

(2) Appointments.

(a) A tenure appointment may be granted to any ranked faculty member who holds or will hold a half-time appointment or more. The proportion of time provided for in the appointment may not be diminished nor increased without the mutual consent of the faculty member and the institution subject only to sub.(5) and s. 36.21.

(b) A probationary appointment shall not exceed 7 consecutive academic years in a full-time position in an institution. A leave of absence, sabbatical or a teacher improvement assignment shall not constitute a break in continuous service nor shall it be included in the 7-year period.

(3) Rules. The board and its several faculties after consultation with appropriate students shall adopt rules for tenure and probationary appointments, for the review of faculty performance and for the non-retention and dismissal of faculty members. Such rules shall be adopted under ch. 227.

(4) Continuation of Appointment.

(a) Any person who holds a tenure appointment under chs. 36 and 37, 1971 stats., and related rules on the effective date of this act (1973) shall continue to hold tenure as defined under those chapters and related rules.

(b) Any person who holds the equivalent of a probationary appointment under chs. 36 and 37, 1971 stats., and related rules on the effective date of this act (1973) shall continue to enjoy the contractual rights and guarantees as defined under those chapters and related rules, and may elect to be considered for tenure according to the procedures existing under that appointment or under sub. (2).

(5) Procedural Guarantees. Any person having tenure may be dismissed only for just cause and only after due notice and hearing. Any person having a probationary appointment may be dismissed prior to the end of the person's contract term only for just cause and only after due notice and hearing. The action and decision of the board in such matters shall be final, subject to judicial review under ch. 227. The board and its several faculties shall develop procedures for the notice and hearing which shall be adopted by rule under ch. 227.

(6) Limitation. Tenure and probationary appointments are in a particular institution. A tenure appointment is limited to the institution in which the appointment is held.

36.15 Academic staff appointments. In this section:

(1) Definitions.

(a) "Administrative appointment" means an academic staff appointment for a fixed or indefinite term granted to a system, campus, college, school or other divisional officer involved in policy development or execution and to persons involved in directing, organizing or supervising higher education related activities.

(b) "Professional appointment" means an academic staff appointment for a fixed or indefinite term granted to a professional employee who is involved in the guidance or counseling of students, assisting the faculty in research, public service or in the instruction of students or who is involved in other professional duties which are primarily associated with institutions of higher education; including, but not limited to, such employment titles as visiting faculty, clinical staff, lecturer, scientist, specialist and such other equivalent titles as the board approves.

(2) Appointments. Appointments under this section shall be made by the board, or by an appropriate official authorized by the board, under policies and procedures established by the board. The policies for indefinite appointments shall provide for a probationary period, permanent status and such other conditions of appointment as the board establishes.

(3) Procedural Guarantees. A person having an academic staff appointment for a term may be dismissed prior to the end of the appointment term only for just cause and only after due notice and hearing. A person having an academic staff appointment for an indefinite term who has attained permanent status may be dismissed only for just cause and only after due notice and hearing. In such matters the action and decision of the board, or the appropriate official authorized by the board, shall be final, subject to judicial review under ch. 227. The board shall develop procedures for notice and hearing which shall be adopted by rule under ch. 227.

36.17 Limited appointments.

(1) An appointment to a position listed in sub.(2) shall be a limited appointment and the appointment shall be at the pleasure of the board. A person holding a tenured or academic staff appointment under ss. 36.13 and 36.15 shall not lose that appointment by accepting a limited appointment.

(2) Limited appointments apply to the following positions: president, provost, vice president, associate vice president, assistant vice president, chancellor, vice chancellor, associate chancellor, assistant chancellor, associate vice chancellor, assistant vice chancellor, center system dean, secretary of the board, associate

secretary of the board, assistant secretary of the board, trust officer and assistant trust officer and such other administrative positions as the board determines at the time of the appointment.

36.19 Other appointments. The board may make or authorize fixed term appointments for student assistants and employees in training, such as residents, interns, post-doctoral fellows or trainees or associates. Appointments made under this section shall not be subject to ss. 36.13 and 36.15.

36.21 Lapse of appointments. Notwithstanding ss. 36.13 and 36.15, the board may, with appropriate notice, terminate any faculty or academic staff appointment when a financial emergency exists. No person may be employed at the institution within 2 years to perform reasonably comparable duties to those of the person whose appointment was terminated without first offering such person a reappointment. The board, after consultation with the faculty and chancellor of each institution, shall adopt procedures to be followed in the event of termination under this section.

Following are the provisions of the tenure law which applied to faculty members of UW-La Crosse. The revised law became effective on November 22, 1969, and was applicable to faculty members entering the system after that date and prior to 9 July 1974.

37.31 (1)

(a) All teachers in any state university shall initially be employed on probation. The employment shall be permanent, during efficiency and good behavior, after appointment and acceptance thereof for a sixth consecutive year in the state university system as a teacher. An official leave of absence, part-time or full-time, or a teacher improvement assignment shall not constitute a break in continuous service, nor shall it count toward the time required to attain tenure.

(b) The employment of a teacher who has become permanently employed under this section may not be terminated involuntarily, except for cause upon written charges. Within 20 days of receiving the written notice that his employment has been terminated, such permanently employed teacher may appeal the termination to the board of regents by a written notice to the president of the board of regents. The board of regents shall hear the case and provide such teacher with a written statement as to its decision. The action and decision of the board of regents in the matter shall be final, subject to judicial review under ch. 227. The board of regents shall prescribe by rule, pursuant to ch. 227, dates on or before which teachers employed on probation shall be given written notice of reappointment or non-reappointment for another academic year, procedures to be followed with respect to the giving of notice and opportunity to be heard when the employment of a teacher who has become permanently employed is involuntarily terminated and notice and review of any such termination. The board of regents shall also prescribe by rule the procedure for giving a teacher who has not acquired tenure under this section an opportunity to be heard in case his employment is terminated or it is proposed to terminate his employment before the end of the period for which

he has been employed, but the decision of the president of the university or the board of regents in such a case shall not be subject to judicial review.

(c) In this section "teachers" includes all persons engaged full time in teaching, as defined in s. 42.20 (14), as their principal occupation, excluding faculty assistants, but shall not include any state university president or acting president in his capacity as president of any of the state universities.

Note: The former tenure law provides for tenure upon completion of a fourth consecutive year in the State University System. It remains applicable to those faculty members who began their service in the system prior to the adoption of the revised law.

FACULTY/ACADEMIC STAFF CODE OF ETHICS

UWS 8.01 Declaration of Policy. (1) In view of the special relationship of the University of Wisconsin System to the State and to affirm as public policy within the system certain common standards to prevent conflicts of interest, the Board hereby adopts the following Code of Ethics for Faculty and Academic Staff pursuant to Sec. 19.45(11)(b), Wis. Stats.

(a) Every member of the Faculty and Academic Staff at the time of appointment makes a personal commitment to professional honesty and integrity that meets the demanding standards of the state and national academic communities. It is a violation of those standards for Faculty or Academic Staff to disregard the interests of the University of Wisconsin System in order, through use of their positions or through official conduct, to seek financial gain for themselves, their immediate families or businesses with which they are associated.

1. This Code of Ethics is designed to aid Faculty and Academic Staff in avoiding conflicts of interest in the performance of their duties and to insure continued confidence of the people of this state in the University of Wisconsin System and its personnel.

2. Nothing in this Code of Ethics shall deny the rights of a member of the Faculty or Academic Staff under the State and Federal constitutions and the Wisconsin Statutes or any other laws of this state.

(b) The Board of Regents recognizes that:

1. Members of the Faculty and Academic Staff have personal and economic interests in the decisions and policies of national, state and local government.

2. Members of the Faculty and Academic Staff retain their rights as citizens to interests of a personal or economic nature.

3. The Code of Ethics must distinguish between those minor and inconsequential conflicts which are unavoidable in a free society and those conflicts which are substantial and material.

4. Members of the Faculty and Academic Staff may engage in appropriate remunerative outside activity other than University duties, and/or may maintain investments, but no member of the Faculty or Academic Staff shall engage in any activity and/or maintain any investment if such activity and/or investment conflicts with the specific provisions of this Code of Ethics.

UWS 8.02 Definitions. (1) When used in this Code, the following terms, unless otherwise specified, mean:

(a) "Board" means the Board of Regents of the University of Wisconsin System.

(b) "Secretary" means the Secretary of the Board.

(c) "President" means the President of the University of Wisconsin System.

(d) "Vice President" means Central Administration officials with the title "Vice President" or other administrative officer with similar duties (e.g., Provost).

(e) "Chancellor" means the chief executive officer of a four-year institution, or an equivalent title.

(f) "Dean" means the executive head of a college or division and Center System Campus Deans, and includes persons titled "Dean" or their administrative equivalent in non-academic divisions. (Normally such persons would have the title "director" or some equivalent.)

(g) "Faculty" means all persons with the rank of Professor, Associate Professor, Assistant Professor and Instructor. For the purpose of this Code it also includes members of the administration who are on leave from faculty positions.

(h) "Academic Staff" means professional and administrative personnel other than faculty with duties, and subject to types of appointments, that are primarily associated with higher education institutions or their administration.

(i) "Immediate Family" means any individual related to a member of the Faculty or Academic Staff as a husband, wife or legal dependent.

(j) "Contracting Personnel" means any individual who engages in negotiating, reviewing, approving and/or signing contracts for the purchase of goods and services on behalf of the University or Board. Contracts with outside agencies for research or for service to be performed by the University and personnel contracts are not covered. A person shall be considered "Contracting Personnel" only if so designated by the Chancellor of his/her institution and notified in writing of the designation.

UWS 8.03 Conflicts of Interest. (1)

(a) No members of the Faculty or Academic Staff may disregard the interests of the University of Wisconsin System in order, through use of their positions or through official conduct, to seek financial gain for themselves or their immediate families, or for any business with which they are associated.

(b) No members of the Faculty or Academic Staff or members of their immediate families, may solicit or receive anything of value pursuant to an express or implied understanding that their official actions or judgment would be influenced thereby.

(c) No member of the Faculty or Academic Staff or members of their immediate families may use or disclose, for direct or indirect personal financial gain, confidential University information which is defined as information relating to University financial operations or personnel that is obtained from University records or in the course of official University business and is not available to the general public upon request.

(d) No members of the Faculty or Academic Staff may use or attempt to use their public positions to influence or gain unlawful benefits, unlawful advantages or privileges for themselves or others.

(e) No members of the Faculty or Academic Staff or members of their immediate families and no business in which they own or control at least 5% interest of the outstanding stock, or at least 5% interest in such business, or in which they are an officer or director may enter into any commercial contract with the University unless the contract has been awarded through a process of public notice and competitive bidding under Sec. 16.75(1), Wis. Stats., or unless the member of the Faculty/Academic Staff is not in a position to approve or influence the University's decision to grant the contract.

(f) No members of the Faculty or Academic Staff or members of their immediate families and no business in which a member of the Faculty or Academic Staff has a 5% interest may enter into a lease of real property with the state or the University of Wisconsin System unless the member of the Faculty/Academic Staff is not in a position to approve or influence the University's decision to enter the lease, except that the Board, upon specific request, may waive this subsection where it is in the best interests of the University of Wisconsin System.

(g) Without specific advance written approval of the Board, no member of the Faculty or Academic Staff or members of their immediate families may serve as an officer of a corporation or a member of its board of directors where such corporation does business with the University and he/she is in a position to influence University decisions concerning such business.

(h) No member of the Faculty or Academic Staff, or his/her immediate family, may, as an individual, do business or enter into a contract

with the University if he/she is in a position to affect the University's decision to grant such business or contract.

UWS 8.04 Action upon Conflict. If any member of the Faculty or Academic Staff believes that the discharge of his/her University duties may result in a conflict of interest, such person shall advise his/her Dean, Director, or other appropriate administrator of the potential for a conflict of interest. The Dean, Director, or other appropriate administrator shall either: a) determine that the activity in question is permissible because it is within the scope of proper professional conduct and serves the interests of the University, or b) assign the matter to another member of the Faculty or Academic Staff who does not have a possible conflict of interest.

UWS 8.05 Sanctions. Charges of violations of these rules shall be in the form of a verified complaint which shall state the name of the member of the Faculty or Academic Staff alleged to have committed a violation and which shall set forth the particulars thereof. Those verified complaints involving members of the Faculty or Academic Staff serving within the Central Administration shall be referred to the President for investigation and disposition through appropriate institutional proceedings. Verified complaints involving Faculty or Academic Staff serving at an institution of the UW System shall be submitted to the appropriate Chancellor; where the complaint is against a Faculty Member, the Chancellor shall proceed under the rules adopted by his institution pursuant to UWS Faculty Personnel Rules, Chapter 4 or Section 6.01, as appropriate; where the complaint is against a member of the Academic Staff, proceedings shall comply with the rules the institution has adopted pursuant to the UWS Academic Staff Personnel Rules. In addition to institutional discipline, Section 19.50, Wis. Stats. of 1973, provides that criminal penalties may be imposed for violations of these rules.

UWS 8.06 Reports. The President, Vice President, Chancellor, Provost, Vice Provost and all contracting personnel shall annually, on or before April 30, file a statement of economic interest with the Secretary. Such statement shall be filed on a form provided by the Secretary. Such statements shall not be considered matters of public record unless disclosure is ordered by the Board.

PAYROLL

The teacher's academic year salary (two semesters) is paid on a ten-month basis with additional salary of 2/9 of the academic year rate provided for those appointed for eight weeks summer session duty. The academic year begins September 1 and ends June 30 with the first monthly check paid on the first working day of October and the last check paid on the first working day of July. For those who teach summer session, the checks are paid on August 1 and September 1.

Salary checks are available on the first working day of each month. Each person picks up his own check in the main floor office of his office building except when pay day occurs when school is not in session; then he picks up his check at the cashier's window at the business office in Main Hall.

An earnings report is enclosed with each salary check. These reports should be retained for income tax purposes. All payroll deductions made are indicated on the earnings reports. Rates and other information on the following deductions can be found elsewhere under the respective headings.

1. Health insurances
2. Life insurance
3. Teacher's retirement
4. Social security
5. Additional tax or retirement contributions
6. United Fund
7. Bonds
8. TAUWF dues

Questions regarding payroll deductions should be directed to the Payroll Clerk in the Business Office.

FACULTY CONTRACT YEAR

The academic year for members of the faculty and academic staff who are employed on an "academic year" (two semester) basis covers a period of thirty-nine (39) contiguous weeks orginarily beginning no earlier than one week before the first day of the scheduled registration for the fall term and ending no later than one week after the date of spring commencement when such commencement follows the last day of scheduled instruction. Faculty and academic staff are expected to be available during periods prescribed for registration, examinations, grading and at other times when the university officially is in session even though regular classes may not be meeting.

Faculty members who are on "annual" appointments are expected to be on duty for eleven calendar months or forty-eight weeks each year. (See Vacation, page 78.)

EVENING CLASSES

A schedule of evening classes is arranged by the department chairpersons and academic deans. Offerings are included for regular resident students and for adults in the La Crosse community. Most instructional departments contribute to the schedule. Both introductory and advanced courses are offered. A generous selection of Basic Studies courses is made available.

OUTREACH

A limited schedule of classes is conducted at several field centers and on campus through the year. Plans for extension classes are made by the

director of admissions and extended services and the extension planning committee in accordance with student needs.

SUMMER SESSION ASSIGNMENTS

Most faculty members are employed for the regular two-semester academic year. Those whose services are required for the summer session (normally eight weeks), both undergraduate and graduate, are paid additional for such service. Currently the rate is two-ninths of the academic year salary. Student enrollment in the summer session normally is from 30% to 40% of that during the regular year and its composition differs markedly from that of the regular semesters. The schedule for summer sessions is made by the department chairpersons, the academic deans and the Registrar's Office. Preference in summer assignments is given to faculty members holding earned doctorates or comparable terminal degrees in their fields, to those with greatest length of institutional service and to those who have special qualifications for the courses to be taught or other work to be done.

Staffing for summer sessions is on a year-to-year basis. Guarantees of summer employment are not made in advance to academic year appointees. Summer assignments and plans for the ensuing summer session are announced around December 15 each year.

ENROLLMENT IN UNIVERSITY COURSES

Persons holding the rank of faculty assistant or above, if on full-time appointment, may enroll for not more than one university course per term or semester at the university by which he is employed or at another college or university. Persons holding part-time appointments may take more than one course per term or semester provided they have the prior approval.

Faculty Enrollment Restriction for Graduate Study

Members of the faculty of University of Wisconsin-La Crosse holding the rank of instructor or above are not permitted to enter any graduate degree program at UW-La Crosse.

TEACHING AT OTHER INSTITUTIONS

Regulations of the board of regents prescribe that a faculty member in the University of Wisconsin System may teach no more than one course per academic year at some other institution. Advance approval of the chancellor is required for all arrangements or contracts involving teaching services to be rendered during the contract year to other institutions by UW-La Crosse faculty members.

Compensation for Services Rendered in Another University of Wisconsin System Institution

Faculty members of the University of Wisconsin System rendering services to another school in the University of Wisconsin System may under certain conditions be compensated for: (1) actual and necessary travel expense (travel voucher), and (2) additional compensation through the payroll process (payroll voucher). The services reimbursed must be beyond those required of this position and they must be performed without interference to one's normal schedule at one's resident school.

PERSONNEL FILES

It is the responsibility of each faculty member to furnish official and up-to-date transcripts of all undergraduate and graduate work for his/her personnel file which is maintained in the office of the chancellor. These records and other official service records are utilized for important determinations with respect to rank and promotions, salary and tenure. Necessary changes and additions should be made promptly.

Other helpful information for the personnel file of a faculty member includes notes concerning significant professional activities, publications, special honors, noteworthy research. A faculty member may see the contents of his/her personnel file except for confidential materials from placement agencies or other sources.

FACULTY MEETINGS, COMMENCEMENT, SENATE

Faculty meetings are held as necessary on call of the chancellor or senate. Attendance at faculty meetings is not compulsory but is urged and expected of all who are free from conflicts with other important university activities. Likewise, participation in commencement activities by faculty members is voluntary but is strongly encouraged because of the dignity and the impressiveness which their presence and participation in the academic procession add to the occasion. Most of the routine faculty business is conducted by the Faculty Senate, a representative group of 24 faculty members from the several faculty ranks and administrative divisions within the university. Senators are elected for three-year terms. Elections are held annually.

SMOKING

Smoking in academic buildings should be confined to faculty and administrative offices and to the lounges. It is not permitted in classrooms.

TAX SHELTERED ANNUITY

The State Teacher's Retirement System offers a Tax Sheltered Annuity program in conjunction with the regular retirement. Forms and further information are available in the Personnel Office on the campus.

UNIVERSITY OF WISCONSIN SYSTEM
FACULTY AND ACADEMIC STAFF
SICK LEAVE POLICY
(Approved by Board of Regents, June 8, 1973)

Absences of faculty and academic staff of the University of Wisconsin System because of personal illness, injury or pregnancy, as well as attendance on the children or spouse of a staff member whose condition requires the staff member's direct care, will be subject to the following leave policy, effective July 1, 1973.

The policy is applicable, without regard to extent of appointment, to all faculty and academic staff other than graduate assistants or visiting faculty who are covered by sick leave provisions at their home institutions.

Accumulation of Leave

Staff members whose initial appointments are for nine months or more shall be granted 22 working days* (i.e., Monday through Friday exclusive of holidays) of leave which they may draw upon as required by illness, injury, disability, or pregnancy. After 1½ years of service, additional non-lapsing leave is earned by such members at the rate of 1 day per month for persons holding annual appointments, 6 days per semester and 4 days per quarter for persons who hold academic year appointments with a maximum annual accumulation limited to not more than 12 days. Unused sick leave shall accumulate from year to year in the staff member's account.

If a staff member takes sick leave, the rate of sick leave compensation shall be the rate of salary which the staff member would have normally received. Other than the 22 days of sick leave granted to the staff member upon appointment, sick leave may be taken only after it has been earned (i.e., it may not be anticipated). A staff member utilizing paid sick leave continues to accumulate sick leave during the period of absence. However, a staff member shall not accumulate sick leave while on an unpaid leave of absence. Previously accumulated sick leave shall not be affected by unpaid leaves of absence.

---

*The word "days," wherever used in this document, refers to working days.

Pro-Ration of Accumulated Sick Leave

Initial entitlement and accumulation of sick leave as specified in the preceding section assume full-time appointment of 9 months or more. Part-time appointees have an initial entitlement, earn and are charged sick leave in proportion to the extent of their appointment.

Allowance for Past Service

On the effective date of this policy, University of Wisconsin System staff members whose appointments are normally for nine months or more shall have an initial accumulation totaling the amount of sick leave the individual would have accrued during previous years of service if this sick leave plan had been in effect less a debit of two days per year of service.

Cancellation and Reinstatement

If a staff member leaves employment within the University of Wisconsin System, unused sick leave will be terminated but will be reinstated if the staff member is reappointed to any position within the System within three years.

Relation of Sick Leave to Income Continuation Insurance

When a staff member becomes eligible to receive compensation under income continuation insurance, sick leave benefits are no longer applicable to that illness.

Faculty with Teaching Responsibilities

In any semester* in which a faculty member** who has teaching responsibilities is entitled to use sick leave, the provisions of this policy shall be modified as follows:

(1) If a faculty member's duties are assumed by colleagues for the duration of the semester, as has been the traditional way of covering teaching responsibilities, the absent individual will not be required to use sick leave until the end of the semester in which the absence began.

---

* The word "semester," here and wherever subsequently used in this document, shall also be interpreted to mean "quarter" or any other institutionally defined instructional time period.

** For the purpose of this document, faculty assistants, lecturers and instructors with teaching responsibilities shall be accorded the same sick leave provisions as members of the teaching faculty. Visiting faculty whose home institutions do not provide for sick leave shall also be covered by the provision.

(2) If a replacement is appointed to assume the faculty member's responsibilities he or she must use sick leave.

Whichever of the above situations obtains during the semester in which the absence commences, the absent staff member will be required to use sick leave thereafter.

Use of Sick Leave for Medical Absence that Can Be Anticipated

In order to minimize disruption of the academic program and the attendant demands on students and staff, a member of the faculty who has teaching responsibilities and who expects absence under this policy during an upcoming semester may, with two months' advance notice, elect to receive a combination of paid and unpaid leave for the entire semester. Such leave will be taken only at the option of the faculty member, but the university may require proof at the time two months' notice is given that the anticipated absence cannot be arranged so as to avoid interruption of teaching duties. Under this clause the faculty member may receive the sick leave benefits for which he or she would have been eligible had the staff member remained on duty up to the time of disability. Other portions of the semester not covered by sick leave will be on leave without pay.

Leave for Maternity Purposes

Provisions governing maternity leave do not differ from policies governing other temporary disabilities. A teaching or non-teaching staff member may opt to continue her normal duties through pregnancy using accumulated sick leave as needed for prenatal, delivery, and postdelivery care while physically unable to perform her duties. Thereafter, she may take additional consecutive days or the remainder of the semester as unpaid leave at her option.

A member of the faculty with teaching responsibility, alternatively, may opt to receive a combination of paid and unpaid leave as provided in "Use of Sick Leave for Medical Absence that Can Be Anticipated." In such cases it shall be understood that the timing of pregnancy cannot be "arranged" under the meaning of this policy.

In the semester after the one in which delivery occurs, irrespective of her medical condition, the staff member shall be granted, upon her request, leave without pay for the semester.* In the case of a non-tenured faculty member such leave will not be counted in the calculation of probationary time. A female staff member who anticipates taking leave for maternity should so inform her chairperson or supervisor as early as possible.

Sick Leave During Summer Session

Staff members whose basic appointments are for nine months or more and who teach in the summer session may qualify for sick leave in the summer session,

---

*Either parent may receive such leave in the semester following the birth of the child. However, if both parents are employed by the university, only one may receive such leave for child care.

provided inception of the illness occurs on the first or subsequent day of the summer session. Visiting faculty, if not covered by sick leave provisions at their home institutions, are covered during the summer session provided their appointments at the university extend for at least nine months in addition to the summer session term. Exceptions to this policy regarding sick leave during the summer session may be made, on behalf of members of the permanent faculty only, at the discretion of the chancellor.

Exempted Staff Members

Many members of the University of Wisconsin-Extension staff hold joint appointments with Wisconsin counties. It has been customary for most such individuals to observe the vacation and sick leave policies of the counties in which they are based. Provisions of this sick leave policy do not apply to faculty and academic staff members who elect to observe the sick leave policies of a county. However, the University System sick leave policy does apply to county-based staff members who elect to receive coverage under income continuation insurance for which a state contribution is made.

Records

Each department or equivalent unit shall maintain records of sick leave entitlement for its faculty and academic staff members.

Exceptions

Nothing in this policy shall terminate benefits or commitments previously made to persons absent for medical reasons on the effective date of this policy.

As part of the procedures, faculty are required to report absences from the campus relating to sick leave each month. An absence reporting form will be forwarded to you by your department to be completed at the end of each month. This card also provides you with the current balance of your sick leave. Should you have any questions regarding the sick leave policy or the reporting system explained above, contact your department chairperson.

GUIDELINES ON FACULTY VACATION - ANNUAL APPOINTMENTS

Annual (12 month) basis appointments include provision for one calendar month's vacation with pay to be taken at the convenience of the university. Academic year basis appointments are made without vacation allowance. The following operating guideline is to assist in interpreting the vacation policy for annual basis appointments.

1. "One calendar month" is defined to include weekends. To facilitate recordkeeping and entitlement determination, this "month" is defined as 22 working days (i.e., Monday through Friday, excluding holidays).

Vacation accrual and use records are to be kept on a calendar year basis (January 1 through December 31).

2. Vacation may be anticipated for the calendar year. Any termination will require an adjustment in the final salary check if vacation taken exceeds the vacation earned.

3. Short-term annual basis appointments carry the same vacation accrual privileges as full year appointments. Part-time annual basis appointments carry proportional paid leave allowance (e.g., a half-time annual basis appointee will earn to 22 half-time working days vacation for each full year of half-time service).

4. Vacation days for 1974 and thereafter will be at the rate of 22 days per year.

5. Every annual appointee is encouraged to use vacation time each year. However, unused vacation days may be carried over into the next calendar year but limited to five days. Vacation carry-over cannot be applied to terminal leave discussed in the last paragraph.

6. Annual appointees who have teaching responsibilities should arrange their vacation time when the university is not in session.

7. Annual basis appointees who terminate their employment within the System may be paid for unused vacation not to exceed 22 days by extending their planned termination date sufficiently to cover their accrued vacation; that is, they may take "terminal leave." (If the appointee is to be employed by another Wisconsin State agency, the receiving agency may either assume the appointee's vacation entitlement in return for his earlier starting date with it, or it must allow the appointee to take his vacation prior to employing him. The same is true for transfers within the System.)

Procedures for reporting vacation are the same as Sick Leave as previously noted.

UNEMPLOYMENT COMPENSATION

Faculty members who are laid off or whose contracts are terminated are eligible for unemployment compensation on the first full week after teaching ceases. Faculty who are off summers who have a contract for the fall are not eligible. For further information contact the Personnel Office.

CREDIT UNION

Membership in the La Crosse Teacher's Credit Union is available to all faculty by payroll deduction on the La Crosse campus. The telephone number is 782-1211 and the address is 605 Main Street, La Crosse, WI 54601.

OTHER PAYROLL DEDUCTIONS

Federal and State Tax

These are determined by marital status and the number of exemptions claimed. Forms are available in the Personnel Office for change of exemption status.

United Fund

The United Fund campaign takes place on the La Crosse campus each fall and is coordinated with the greater La Crosse area United Fund program. Faculty may give directly or authorize monthly payroll deductions.

Parking Permits

Parking permit fees can be paid by payroll deductions. The present fee is $35 of which $5 is deposited and 10 payments of $3 each are deducted from the payroll checks.

SERCH

State Employees Regular Contribution to Health. A SERCH campaign is coordinated on the La Crosse campus each fall. Faculty may give directly or make authorized monthly payroll deductions.

Representation - University of Wisconsin-La Crosse Faculty

Deductions for organizational dues is authorized by the individual faculty through the appropriate organizational treasurer. Examples of organizations on the La Crosse campus are TAUWF - The Association of University of Wisconsin Faculty, AAUP - American Association of University Professors, WEAC-UP - Wisconsin Education Association Council-University Professors.

U.S. Savings Bonds

U.S. Savings Bonds may be purchased through payroll deductions. Information and deduction authorization forms are available in the Personnel Office.

SOLICITATION

University facilities, including lounges and offices, may not be used for solicitation of university faculty, staff and students by organizations operating for private profit. This includes solicitation by individual contact and the distribution of flyers, handouts by means of the campus mail or bulletin boards. Mailing lists of students and faculty are not provided to non-educational outside groups. The University Directory is available for

purchase at the University Bookstore early in the fall semester each year.

The above policy does not apply to representatives of businesses which provide instructional materials such as textbooks, supplies and equipment to be purchased with university funds. Solicitation by non-profit organizations must be authorized by the university administration.

POLICY FOR EMPLOYEES ENGAGING IN POLITICAL ACTIVITY, SEEKING ELECTIVE OFFICE AND SERVING AS AN ELECTED OR APPOINTED OFFICIAL

1. No political campaigning activities shall be engaged in during hours when an employee is expected to be performing his or her regularly scheduled university duties. Further, as provided in recent State legislation, no officer or employee may solicit or receive or be involved in soliciting or receiving any contribution or service for any political purpose from any officer or employee of this state while on state time or engaged in his official duties as an officer or employee.

2. If a staff member chooses to enter a primary campaign, he or she, in consultation with the department chairperson and dean, should determine whether or not this activity will impair or encroach on performance of university duties. If it is determined that it will, a reduced-time appointment should be arranged for the period of the primary campaign.

3. If a staff member is a candidate in a regular election, step 2 should be followed with the expectation that a reduced-time appointment would be in order.

4. If a staff member is elected, he or she may be granted a leave of absence for the initial term of office where the time demands of the office would not allow continuance of full or part-time performance of university duties. If the individual is elected to a second term, it would be the normal expectation that the individual would sever his or her relationship with the university. If a campus wishes to extend the leave of absence in this instance, justification should be advanced to the president of the system and the extension must receive the specific approval of the board of regents.

5. If a staff member accepts appointive, local, state or national office, political or educational in nature, he or she may be granted a leave of absence for the initial appointment term where the time demands of the office would not allow continuance of full or part-time performance of university duties. Extension of the leave beyond the initial term shall require justification and approval as outlined in 4 above.

6. Service as an elected or appointed official on off-hour demand activities (e.g., school boards, city councils, county boards or on local, state or national commissions) would not normally require a reduced appointment or leave of absence. Each case should be reviewed.

MISCONDUCT ON PUBLIC GROUNDS

Chapter 15, Section 946.80 of the Statutes of the State of Wisconsin provides, effective August 27, 1969, no person shall commit any act in a public building or on public grounds which interferes with peaceful conduct of activities normally carried on in such building or on such grounds. A public building in this case includes buildings used for university purposes and buildings and grounds owned by the state or its political subdivisions used for public purposes. The statute exempts conduct such as peaceful picketing and the distribution of handbills. Penalties for violations are provided.

IV. INSTRUCTIONAL AND ACADEMIC INFORMATION

CLASSES AND INSTRUCTION

Instruction

The University of Wisconsin-La Crosse recognizes the provision of effective instruction as its top-priority mission and obligation. Each member of the teaching faculty is presumed to have mastery of the subject matter in the courses which he is assigned to teach, a genuine interest in young people and a continuing concern with teaching-learning processes. The university encourages teaching faculty members to experiment with and utilize new instructional media, organization and methods, particularly in the lower division multi-section courses in which student motivation frequently is a problem. Inexperienced faculty members are encouraged to turn to their department chairperson and to senior faculty members for assistance with instructional problems.

Class Schedules

The class schedule for each department is formulated cooperatively by the department chairperson, the registrar and the dean of the appropriate college or school. Proposals for the schedule are initiated in the departments where principal responsibility resides for distribution of loads and assignments. Frequently adjustments in times and places for class meetings must be made by the registrar and deans to meet the needs of students or because of space and time limitations in the overall schedule. Each department is expected to maintain a reasonable balance of class offerings throughout each day and each week and to contribute to the late afternoon and evening class schedule.

Load

The full time teaching load for faculty members without abnormal extra class responsibilities is 12 semester hours. Lighter credit loads may be assigned to those with heavy student contact hour loads. In determining loads, attention is given to number of students in classes, number and nature of preparations required, the nature of the instruction (laboratory, lecture, activity, etc.), and to non-classroom administrative or other responsibilities. Routine committee assignments, academic advisement, assistance with registration and availability for advisement or assistance with student organizations and activities should be regarded as normal adjuncts of teaching service.

Calendar (University)

The overall calendar for the institutions in the University of Wisconsin System is prepared to assure uniformity in starting and ending dates for each semester and for examination periods. The calendar provides for two semesters

of approximately seventeen weeks each, including registration and examination periods. The detailed calendars for the current year and the forthcoming year are contained in the general catalog. (See page 5 of this handbook.)

Textbook Library and Rental System

The Textbook Library is located in the renovated old Heating Plant building. Textbooks are rented to students for one semester for a fee of $12 per semester. After the first two weeks of each semester books may be withdrawn from the Textbook Library Monday through Friday from 8 a.m. to 12 noon. Students who lose their textbooks pay the replacement cost of the books.

Faculty members may borrow textbooks by filling out the proper charging cards. These books are the property of the State of Wisconsin and should be returned when no longer needed.

Textbook cards are issued to students the day following their registration. Students pick up their textbooks from the Textbook Library during this registration period. If some textbooks are to be issued later in the semester, the instructor must provide students with charging cards and indicate the name of the author and the title of the book. Charging cards are available at the Textbook Library. Students may purchase textbooks if they wish by taking the books to the Textbook Library where the books will be cancelled and where the payment may be made.

Requests for new or additional textbooks should be filed with the appropriate department chairperson at least three months prior to the date the books will be needed. The chairperson will request purchase of the books through the Business Administrator's office. Used books often can be purchased to augment the supply of a text that currently is in use. Information on the number of each kind of textbook on hand is available at the Textbook Library.

Occasionally an instructor may want the student to buy an inexpensive manual, workbook or paperback. This may be done through the Book Store located in Cartwright Center. Blanks may be picked up there or contact made with the Book Store manager who will notify the instructor of the availability and cost of the material.

The textbook rental system is maintained to assure that each student, at reasonable cost, will have recent editions of the textbooks required in all of his courses at the beginning of each term. Although instructors and departments are discouraged from making indiscriminate and unnecessarily frequent changes in books, the university desires that all students have access to books which are up-to-date and in good physical condition. Students who wish to purchase their books from the Textbook Library are encouraged to do so.

In numerous courses students may be required to purchase supplementary paperbacks, laboratory manuals or workbooks. Instructors are asked to be judicious in these requirements, bearing in mind that students have paid a substantial rental fee for basic required books. Most of these supplemental materials are ordered and distributed through the Book Store in Cartwright Student Center.

Graduate students are not on the textbook rental system. They are required

to purchase their books. These books also are made available through the Book Store in Cartwright Center.

Course Descriptions

A brief description of each course which has been approved by a curriculum committee is on file with the appropriate department chairperson and the registrar. Changes in course descriptions or prerequisites are made only on the recommendation of the appropriate departments and with the approval of the university curriculum committee. Administration of course prerequisites is the responsibility of each department. This must be done during the first two weeks of a semester. The official descriptions of courses include brief statements of course objectives, textbooks and materials normally needed, time and credit allotments, and manner in which course is taught. Courses should be taught as officially described.

Student Attendance

Each faculty member is responsible for the maintenance of attendance standards in his classes. There are no campus-wide standards other than a general expectation that students will attend classes regularly. There is no cut system. Although it is not required, each instructor is strongly urged to make some systematic check on the attendance of students at class meetings. Occasionally attendance reports on individual students are requested by the deans or other administrative officers. The Student Affairs Office should be notified of any unusual student absences.

No "excuses" are given to students by the deans, health service, or other administrative personnel except when a student is participating in an approved all-university activity or in rare and unusual cases as determined by the deans.

By faculty action, under no circumstances other than "commonly" recognized and extreme emergencies are students to be excused by their instructors from attendance at the last classes preceding and the first classes following a scheduled vacation period. Instructors and students are expected to observe the official beginning and ending times for these periods.

Class Record Books

Faculty members are expected to keep records of student attendance and performance in each of their classes. Such records frequently are necessary in determining the status of a student for purposes of withdrawals, refunds, military service, and for questions concerning grades and credits. They provide useful information to the deans for counseling purposes.

Examinations

A final examination should be given in each course taught. It is to be given at the time and place set in the published examination schedule or as otherwise approved by the registrar. The nature of the examination is the prerogative of the individual faculty member.

Examinations should measure the several objectives of a course. They should measure not merely factual data but should permit and encourage the interaction of the individual student with causes, effects, hypotheses, and sound conclusions. Such examinations may take any form so long as they sample fairly and adequately the experiences and objectives of the course.

It is expected that each student in each class shall have not less than three or four examination opportunities, in addition to numerous day to day opportunities, to demonstrate his interest and progress.

Cheating

It is expected that members of the faculty will take the usual precautions to prevent student cheating whether on examinations, with required notebooks and papers, or other types of work which students are asked to do. Excessive reliance on objective-type examinations, repeated use of the same examination questions or outside assignments, inattention to seating arrangements, and careless proctoring are discouraged as conducive to cheating. Penalties for cheating, ranging up to failure in the course, are at the discretion of the faculty member, although such penalties may be subject to appeal under a pending student disciplinary code.

Field Trips

The administration does not encourage special field trips or other university-sponsored activities which result in substantial absences of students from classes. Plans for such trips should have administrative approval. Prior to the absence the students involved should make the necessary arrangements with teachers of those classes which will be missed. Adequate insurance coverage should be provided.

Mid-Semester Standings

Each student is entitled to know his standing in each of his courses at the mid-semester period. Grades or other evaluations should be posted or otherwise communicated to all students at that time. Special reports to the deans are required for those freshman students whose work is unsatisfactory. Standard forms for these reports are distributed to faculty members at each mid-semester period. Grades and other evaluative information concerning individual students should be regarded as private and confidential. Grade postings should protect the identity of students.

Probation and Dismissal

Students who do not make satisfactory records during a semester or summer session may be put on probation or dropped. Special counseling by the deans and other counselors is available to those having academic difficulties. If a student who is on probation fails to improve his record to a satisfactory level he may be dropped from the university. No student is continued on probation for more than two successive semesters. Those who are dropped are not considered for readmission until a lapse of at least one semester. A

student who does not have at least a "C" average on his total record at the end of his first four semesters will be dropped.

Students with deficient records may attend, and in some cases are urged to attend, the summer session. The record made in the summer session then supplements the record made during the semester immediately preceding. Administrative action in the case of students attending the summer session is delayed until the end of the session, at which time records are reviewed.

A student who has an unsatisfactory grade ("D" or "F") in a course may repeat the course. The record made in repetition supercedes the record initially made.

Student Conferences

Conferences with students are encouraged as one of the evidences of good teaching. Faculty members should be available for conferences at stipulated office hours or by appointment. When special problems are encountered in conferences with students the deans should be consulted.

Principal responsibility for academic and personal counseling rests with the advisors, deans and the university physician. Staff members who counsel with students who have serious academic or personal problems are expected to coordinate their efforts with these people.

Office Hours

Each faculty member should post a schedule of office hours outside his office and should make himself available at the times specified for consultations with students. The number of office hours per week is left to the discretion of individual staff members. It should be a reasonable number. The times should be distributed through the weekly schedule in such manner as to accommodate to the greatest possible extent the needs of students.

Faculty Absences

Faculty members (teaching and non-teaching) are required to file with their immediate supervisors official "Faculty Request to Leave Campus" forms when permission is requested to be absent from scheduled teaching or administrative assignments either for professional or personal reasons in all cases other than emergency or illness. A telephone call to any of the following: departmental chairperson, dean of the college, vice chancellor or the chancellor in case of an emergency absence will provide sufficient communication to enable the university to meet its obligation to the students enrolled, and/or other administrative functions.

The "Faculty Request to Leave Campus" form should be filed at least one week in advance of the anticipated date of departure. The form requests information concerning the address of your destination for purpose of telephone contact; purpose of absence; duration (dates) of absence; and internal arrangements for assigned instruction and/or administrative duties during the off-campus period. The form should indicate that approval of the department chairperson or immediate supervisor has been received.

Forms are available in departmental offices or in the offices of the deans and vice chancellor.

REGISTRATION - GRADES

Incoming new freshmen advance register for the fall semester during the summer months. Mass registration for all others is held the week prior to the opening of the fall term, and during three days prior to the opening of the second semester.

At the beginning of the semester or the summer session, the instructor should write the course number, department, and section number on the chalkboard at the first class meetings.

Official Class List

"First day" class lists are distributed to department chairpersons. Instructors may pick up class lists before the first meeting of each regularly scheduled class. Since the list is the official class roll, instructors should examine lists carefully and report any discrepancies to the office of the registrar. Most errors in class enrollment may be avoided if this procedure is carefully followed.

Corrected class lists are forwarded to department chairpersons during the third week of each new session. These lists reflect changes of enrollment caused by correction of discrepancies reported and updated enrollment covering late registration and "change-of-schedule" period. Students are not permitted to enroll in a class after the first two weeks of classes of a regular session and the first week of classes of a summer session.

During the last four weeks of classes after all "withdrawals" have been reconciled, the office of the registrar issues a revised official class list. Every student whose name appears on this list must receive a grade other than "W" or "WF".

Withdrawal Policy

From Classes -- Forms for withdrawal from classes are available from the appropriate academic dean or advisor. The forms contain instructions which must be followed.

Any student may withdraw from a class without penalty during the first half of a semester or summer session. After the first half of a semester or summer session, a grade of "W" will be recorded for the undergraduate student if a passing grade ("D" or better) is being earned at the time of withdrawal, or a grade of "WF" will be recorded if the student is failing.

Graduate Students who withdraw officially prior to completion of courses will receive "W" (WD Passing) if their grades are "C" or better or "WF" (WD Failing) if their grades are below "C" at the time of their withdrawal.

No student is permitted to withdraw from a course during the last four weeks of scheduled classes prior to the stated beginning date of the final examination period of a regular session or during the last two weeks prior to the stated beginning date of the final examination period of a summer session. Only a grade of "F" or "I" may be recorded for any student who enters this "final period" and fails to complete any course.

Undergraduate Classifications

Freshman	0-29 credits
Sophomore	30-59 credits
Junior	60-89 credits
Senior	90 credits or more

University Grading System

The scholastic standing of students is determined by the grade point system. The grade points are used to determine an official scholastic index for each student. A semester index is the number of grade points earned in one semester divided by the number of hours attempted in the semester. The cumulative index is the total number of grade points earned divided by the number of hours attempted.

Undergraduates must maintain an index of 2.00 as the minimum standard for satisfactory work after the third semester of attendance. Graduate students must maintain a 3.00 index.

Letter Grade

A - highest grade	4 grade points per credit
B - above average	3 grade points per credit
C - average	2 grade points per credit
D - below average	1 grade point per credit
F - failure	0 (Counted as credits attempted)
I - incomplete	0 (Not counted as credits attempted)
W - withdrew passing	0 (Not counted as credits attempted)
WF- withdrew failing	0 (Counted as credits attempted)
S - satisfactory	0 (Not counted as credits attempted)
U - unsatisfactory	0 (Not counted as credits attempted)
P - Pass	0 (NOT AVERAGED IN FOR GRADE POINT AVERAGE)
F - Fail	0 (Counted as credits attempted)

Incomplete Grades

Undergraduates (I)

An incomplete must be removed and a final grade recorded in the Office of the University Registrar prior to mid-term of the second term in residence following the term in which it was incurred. Unless the work has been made up or a petition for a time extension granted by the dean of the appropriate school

or college, the grade "F" will be recorded automatically. (Only semesters are counted as terms.)

Graduate Students (I)

An incomplete must be removed within one calendar year after the date on which it was filed by the instructor. A time extension may be granted by the instructor or by the Graduate Committee provided that the time requested falls within the seven-year period for completion of degree.

> In no case may an incomplete be given to a student who, through his own fault, has failed to complete the requirements of the course on time or who, through his own fault, failed to report for the final examination as scheduled.

Change of Grade

Change in a final grade for a student may be made by the instructor in a course during the four weeks immediately following the close of a semester or term. The instructor and the department chairperson must authorize the change by signing the "Change of Grade" form which must be filed in the Registrar's Office within the four week period.

A change in grade after the four week period referred to above may be made only upon approval by the Faculty Committee on Academic Policies and Standards. Request for such a change must be made in writing and be supported in writing by the instructor and the department chairperson and must be forwarded to the appropriate academic dean for presentation to the faculty committee.

Class Enrollments

An effective registration, recording and reporting system requires the careful help of all advisors and classroom teachers. As the student body grows, inattention to prescribed procedures and schedules rapidly multiplies confusion, seriously impedes important administrative work, and reduces services to students and faculty. Therefore, all staff members are requested to:

1. Read carefully the administrative instructions which are given for matters such as registration, class enrollments, grade reporting, changes in place or time schedules, final examinations.

2. Observe carefully the time deadlines, particularly those concerned with the reporting of student records and final grades.

3. Make careful checks on class enrollments at the beginning of the semester. Class lists provided by the computer center at the end of the "drop-add period" should be checked carefully with preliminary enrollment lists. Students improperly registered or those not registered for classes should not be permitted to continue in attendance.

4. Refrain from making changes in classes or student schedules unless such changes have been approved by regular advisors, deans, or the registrar.

Procedures or schedules which seem to be unjust to faculty members should be reported to the registrar or to the vice chancellor, preferably in writing. They will be given immediate attention.

Teaching Loads, Class Hour and Room Assignment

A statement of institutional principles and policies concerning teaching loads and of staff assignments is communicated to department chairpersons with the request for proposals for the schedule. Staff members who have suggestions related to course offerings, time schedule or room assignment should communicate these suggestions to department chairpersons.

Faculty Load Reports

At the beginning of each term faculty members are asked to verify reports of their teaching loads and report major non-teaching assignments. These reports are used by the vice chancellor for making comparative studies of loads and instructional costs for all departments, for reports to the board of regents, central administration, and to accrediting associations, for determining personnel needs, for evaulating feasibility of proposed curriculum changes, for determining enrollment trends, and for ascertaining office and classroom space needs.

MURPHY LIBRARY

General Information

Murphy Library, an open-stack, air-conditioned building, was dedicated in the spring of 1969. The collection consists of 330,000 volumes and more than 280,000 microform items. Current periodical subscriptions exceed 2,900. As a selective depository, the library receives United States and Wisconsin government documents.

Hours

Regular semesters:	Monday through Saturday	8:00 a.m. - 11:00 p.m.
	Sunday	2:00 p.m. - 5:00 p.m.
Summer session:	Monday through Thursday	7:30 a.m. - 10:00 p.m.
	Friday	7:30 a.m. - 5:00 p.m.
	Saturday	8:00 a.m. - 5:00 p.m.
	Sunday	Closed
Vacations:	Monday through Friday	8:00 a.m. - 5:00 p.m.

Library Directory

First Floor

Circulation Desk: All circulating materials, including reserve books, are charged out at the Circulation Desk.

Card Catalog: The card catalog is divided into an author-title catalog and a subject catalog.

Reference Collection: This area includes reference books (encyclopedias, dictionaries, atlases, etc.), telephone directories, college catalogs, and periodical indexes.

Periodicals: Current unbound periodicals are kept in special shelving separate from the bound periodicals. Many periodicals are now retained on microfilm.

Director's Office: This is located at the west end of the first floor.

Technical Services: The acquisition and cataloging departments are located at the west end of the first floor.

Second Floor

Circulating Books: A - PZ (Literature, Humanities, and Social Science) are on this floor.

Special Collections: This area includes rare and unusual titles, the Center for Contemporary Poetry, and the Area Research Center, which contains records and manuscripts of a seven-county area. This material does not circulate.

Basement

Circulating Books: Q - Z (Science and Technology) are on this floor.

Government Documents: United States, United Nations, Wisconsin, and foreign documents are shelved here.

Microforms Room: This contains a variety of readers and reader-printers. The collection consists of over 280,000 microform items, including a complete run of the New York Times, the Times (London), United Nations Documents, the Human Relations Area File, ERIC publications, several hundred periodicals and theses.

Circulation of Library Materials

Books and government documents may be charged out for two weeks during regular semesters and for one week during the summer session. However,

faculty members are not fined for overdue books and will receive an overdue notice only once a year, when they are expected to bring in all overdue books to be renewed or returned.

Periodicals (bound and unbound), reference books (marked "Does Not Circulate") and materials in the Special Collections cannot be taken out of the library.

Reserve books: Books will be placed on reserve at the request of members of the faculty. Lists of such books should be in the hands of the circulation librarian at least forty-eight hours before reading is assigned. Request forms may be secured from the circulation librarian.

New Books

Faculty members are urged to participate in book selection. Request forms may be secured at the library.

Locked Carrels

There are sixteen locked carrels on the second floor available for graduate students who are working on theses. Applications may be obtained in the Director's Office.

Seminar Rooms

There are seminar rooms available in the basement. These must be reserved through the Director's Office.

Copy Machine

A self-service Xerox machine and two Olivette Coinfax are located on the first floor.

University Archives

The University Archives Center is located on the second floor of Murphy Library. The Center solicits the assistance of all members of the faculty and administration in collecting significant memorabilia of all kinds which will help to preserve the historical record of the university--programs, letters, photos, mementos, tapes, notes, personal comments and reflections. Faculty members are invited to visit the Center.

AUDIOVISUAL CENTER

The Audiovisual Center through its Services Department serves the total campus-wide instructional program with a wide variety of services to both

faculty and students. The Instructional Department conducts an instructional program on both the graduate and undergraduate levels.

The instructional services of the Center include:

1. Obtaining films on rental basis for faculty.

2. Producing instructional material such as slides, transparencies, graphics, etc.

3. Printing signs that can be produced using the Showcard Press and/or various lettering devices.

4. Providing photographic services to the entire university including motion picture production with lip sync.

5. Storing and issuing centralized audiovisual equipment for faculty use (16 mm. projectors, record players, tape recorders, opaque projectors, strip film projectors, slide projectors, etc.).

6. Providing an auditorium (114 seats) for use with audiovisual equipment.

7. Housing audiovisual materials such as films, strip films, records, tapes, pamphlets, etc.

8. Providing any service in the audiovisual field that facilities and abilities will permit.

9. Planning, producing and distributing instructional television including video tapes, live programs and films on the campus closed circuits.

10. Repairing, installing and maintaining all audiovisual, sound and electronic equipment on campus.

11. Consulting with faculty on the purchasing, designing and utilizing of all audiovisual equipment.

12. Operating the campus closed circuit television system and providing liaison with the community television antenna system and local commercial television stations.

13. Providing audio duplication including reel to reel and cassette.

14. Providing a general purpose LACE computer terminal for use by faculty and students.

15. Extended Campus Services: As resources permit, instructional facilitators are being provided to campus buildings on a permanent basis. At the present time a full-time specialist is assigned to Morris Hall and the Classroom Building and a part-time specialist to Mitchell Hall.

Instructional Materials and Equipment

Educational Films. Over 4,500 titles at a value of some $900,000 are

available. These films may be used by all faculty members for regular classes and may be reserved for up to one week if needed. The Faculty Film Order form (green) is to be used for ordering. See special instructions on these order forms. These films are rented to area schools and some are reserved well in advance. It is, therefore, recommended that films be reserved as soon as possible. Films used by faculty members for any organization not related to a class will be charged the regular rental.

Student teachers may use the films without charge on a one-day basis. The Student Teaching Film Order form (yellow) is to be used for checking out films. Films cannot be reserved in advance for student teachers. See special instructions on order form. The films furnished without charge are to be used by the student teacher in a teaching situation and not be loaned to a regular teacher for his use.

For a complete list of films with descriptions, see the most recent film catalog and supplements. Special films that are not available in the Film Library may be ordered from BAVI Films, University of Wisconsin. BAVI catalogs and other source catalogs are available in the Film Library and some offices. These films are to be ordered through the Film Library in the Audiovisual Center. Feature films and films that rent for more than $15.00 will be ordered and paid for by each department. Sponsored films which are normally available free of charge should be ordered by the department requesting them.

Filmstrips, Records, Tapes, Slides and Other Visuals. A large number of other visuals are stored in the Instructional Materials Center. These visuals are available for student teaching and on-campus use.

Equipment. Normally equipment that is used on a permanent basis is acquired by each department. 16mm projectors, film strip projectors, opaque projectors, record players, tape recorders, screens, and other special equipment may be checked out for short periods of time by faculty members only. When equipment goes off campus for other than university use, an audiovisual operator will be assigned and paid for by the organization making the request.

Whenever possible and if sufficient advance notice is given, projectionists will be made available to faculty members.

COMPUTER CENTER

The University Computer Center is a service organization that provides administrative and academic computer services to the university campus. Its two sections, Administrative and Academic Services, provide services in those respective areas, and the major responsibilities of each are as follows:

Academic Services

Maintaining an academic batch computing operation (presently on the IBM 1130).

Maintaining systems and application programs for the academic batch operation.

Providing computer time for students in computer science and other university courses using the computer.

Assisting faculty, students and other users with academic computing problems.

Providing research computing facilities for faculty, staff, and students requiring them.

Consulting with users regarding special problems including the design and processing of questionnaires.

Operating the LACE timesharing network. Two Hewlett-Packard 2000 computer systems are presently used. This network presently serves 13 university departments and 27 off-campus institutions, including high schools, colleges and other UW campuses.

Administrative Services

On-line and batch processing utilizing the Burroughs 2700 for:

- Student Registration
- Student Class Schedules
- Class Tallies
- Class Rosters
- Grade Reports
- Transcripts
- Student Payroll
- UW Central Administration
- Budget
- Accounting
- Student Billing
- Financial Aids
- A-V Film Library
- Personnel
- Cost of Instruction Studies

Preparing labels.

Mechanical test scoring and analysis.

Unit Record (punched card) processing.

Running student and faculty programs where necessary.

A great many more for every administrative and academic office on campus.

The university administration and the computer center staff cordially invite all faculty, students and other persons and offices on the campus to avail themselves of the services available as well as to suggest new applications and improvements to present ones.

COPY CENTER

The Copy Center in the Wing Communications Building is equipped to help faculty with jobs more complex than those run on ditto machines or convenience copiers. Offset duplicating equipment is used for the majority of the orders which are 30 to 10,000 impressions. Back-to-back duplicating is possible when desirable.

Orders must be camera ready. Directions for copy preparation and further details on services and current rates are provided in a duplication manual which may be picked up in the Copy Center. (Please check with the departmental secretary or clerical worker assigned to you; there may already be a manual on hand for your immediate reference.)

When school is in session there is a courier service to all buildings twice a day to pick up orders for processing. A delivery service returns completed orders to each building once a day.

Personal work that is university connected may be done although the rates are higher than those set for instructional runs.

PRINTING PROCEDURES

Although most of the university's duplicating needs can be met by departmental equipment, building copiers, and the Copy Center, commercial printing should be considered when:

1. Ink colors other than black are desired.

2. Photographs seem essential to the printed message.

3. Run lengths exceed 10,000 impressions per side.

4. The ordering unit has at least $120 in available funds assignable to printing brochures, forms or whatever is needed.

5. Format is limited to computer tab card.

Regardless of the significance, audience, format or estimated cost of the finished product, all monies for printing must be encumbered according to correct State Printing procedure. This applies to grants and student activities funds as well as all executive and self-sustaining accounts. Persons who order printing from local commercial shops without making proper arrangements through the Publications Editor must pay out of their own pockets: the State will not reimburse printers who do not hold the local contract placed by comprehensive bidding every two years.

While these restrictions may seem unreasonable, they are designed to yield the greatest printing value for the fewest tax dollars. Rather than try to detail the operational bulletins related to the purchase of printing, this handbook refers all printing orders to the office of the Publications

Editor. With the aid of the following questions, the editor will see that you receive a finished product well suited to its intended function and tastefully designed.

1. Budget limit for printing job.
2. Latest acceptable date for delivery.
3. Audience intended.
4. Quantity needed.
5. Need for design, art and/or editing of original copy.
6. Item to be mailed with or without envelope.

With answers to these questions in mind, contact the Publications Editor and make an appointment (7:45 a.m.-4:30 p.m., Ext. 502).

UNIVERSITY OF WISCONSIN SYSTEM GENERAL GUIDELINE STATEMENT - COPYRIGHT, OWNERSHIP AND USE OF INSTRUCTIONAL MATERIALS

The following guidelines provide that certain materials may be copyrighted in the name of the Board of Regents of the University of Wisconsin System.

These guidelines are an effort to bring into focus some of the underlying issues involved in the ownership and copyrighting of instructional materials. This is necessary because the university, with greater frequency, may have a direct interest in certain instructional materials because substantial public resources have been used in their creation and production or because a faculty member contracted with the university specifically to develop the materials. An example of this would be a written agreement between the university and the faculty member with the specific, stated intention that a video-taped lecture series with a published course outline and bibliography would be produced at university expense.

These guidelines do not assert a university property interest in materials which result from the activities of faculty members in the pursuit of their traditional teaching, research, and scholarly activities. These materials, including theses, scholarly articles, journal articles, research bulletins, monographs, and books are implicit in the faculty member's role as a faculty member and should be contrasted with materials produced pursuant to an explicit agreement where the faculty member acts under contractual arrangements to produce copyrightable materials.

Resolution of the interests of the university and of the faculty member must be on a case-by-case basis, applying the principles and considerations of these guidelines.

The following types of material are among those which may now, or in the near future, be subject to copyright:

Books, texts, glossaries, bibliographies, study guides, laboratory manuals, syllabi, tests, etc.
Lectures, musical or dramatic compositions, and unpublished scripts.
Films, film strips, charts, transparencies, and other visual aids.
Video and audio tapes and cassettes.

Live video or audio broadcasts.
Programmed instructional materials.
Computer programs.
Other materials.

These materials may be produced or developed by the faculty and staff under varying circumstances:

(1) No university support or involvement;

(2) Minimal university support and involvement (such as the use of laboratories and/or equipment), but with no released time (i.e., from assigned university duties);

(3) Substantial university support and involvement and/or release time with the expectation that copyrightable instructional materials will result;

(4) "Work-for-hire" or as an assigned duty;

(5) Direct support from an extramural sponsor.

It is the policy of the university that copyrightable materials produced as stated in (1) and (2) above belong solely to the author(s), artist(s), or other creator(s).

In situations where the interested parties expect copyrightable materials to evolve, the creation of a written agreement shall be considered. In the absence of a written agreement, the rights to scholarly, research, or instructional materials are assumed to lie with the author(s), artist(s), or other creator(s). Materials produced with substantial university support or during released time (as in (3) above) shall be the subject of a written understanding or agreement between the author(s), artist(s), or other creator(s), and the chancellor or his designee, that equitably determines copyright and ownership rights. If the university chooses not to copyright materials to which it has a right, the faculty member(s) may do so in his own name if he/she wishes. This latter situation will apply to the vast majority of regular scholarly and research publications of the academic staff which are part of their normal academic activities.

When the production of copyrightable materials is a primary purpose of employment, a written "work-for-hire" agreement shall be executed. Fair payment shall be made to the creator(s), for which the university shall receive all rights to the material and receive all royalties and fees. When such materials are produced as an assigned duty, the university shall own all rights and receive all royalties and fees, except where a contrary agreement has been reached between the creator(s) and his/her administrative head.

Whenever copyrightable materials are produced with extramural support, as stated in (5) above, the agreement with the extramural sponsor shall determine the copyright and ownership rights of the parties. Additional guidelines on specific types of materials will be issued by Central Administration of the UW System as needed.

UNIVERSITY OF WISCONSIN SYSTEM GUIDELINE STATEMENT ON OWNERSHIP, USE, AND CONTROL OF INSTRUCTIONAL RECORDED MATERIALS

Instructional recorded materials include all videotape, audiotape, photographic movie film or slide presentations or the like, prepared for instructional use, as well as supportive materials such as instruction manuals, control means, instructor aids or lessons, student manuals, assignments and similar materials which are necessary for successful use of the primary recorded material.

When materials are produced or developed under the following circumstances: (1) substantial university support and involvement and/or release time with the expectation that copyrightable recorded instructional material will result; (2) "work-for-hire" for the university; or (3) as an assigned duty for the university; then the following guidelines shall be used to establish a prior written agreement between the parties involved.

In cases where no such agreement exists, the rights to scholarly, research or instructional recorded materials are assumed to lie with the author(s), artist(s), or other creator(s).

I. Ownership and Copyright

A. Property rights in recorded materials will be vested in the university when the contributions of the producing institution exceed $500 exclusive of release time of the faculty member(s), and/or when substantial release time is assigned for the development of such materials. Calculation of costs should include use of laboratories, supplies, equipment and support staff. A best estimate of these total costs is acceptable.

B. Since conditions of production, use, and final disposition will vary from time to time, the faculty member(s) and the producing agency must develop a written agreement to be signed by the faculty member(s) and an authorized officer of the university prior to the beginning of production which clearly defines the rights and responsibilities of all principal parties, including heirs. The contract should be complete and specify any or all exclusions. Institution or Central Administration legal staff will need to be consulted so that the appropriate contractual details may be worked out. Completion of standard contract forms developed for this purpose shall satisfy this requirement.

C. Ownership of recorded materials produced under the above conditions resides with the university. The university may copyright these materials when it is agreed upon by the interested parties that such protection is appropriate.

D. The faculty member(s) will be responsible for the clearance of previously copyrighted materials which are included in recorded materials. The university will provide guidelines, release forms, and legal assistance as needed.

II. Faculty Rights

A. Autonomy

1. Suitability and relation of the project to the academic mission of the institution shall be determined by the chancellor or his designee with the concurrence of Central Administration.

2. The sponsoring department shall designate the faculty member(s) who assumes responsibility for the content and structure of the project.

B. Internal Use

1. "Internal" is defined as all University of Wisconsin campuses and Extension by television or otherwise.

2. Internal use of recorded materials should receive timely and periodic review by users and producers to insure currency and relevance.

3. Internal users will be expected to pay to the producing institution only minimum costs based on the actual production costs of instructional materials plus a handling charge where applicable.

C. External Distribution

1. Release of recorded materials for external distribution shall be negotiated between the university and the responsible faculty member(s). When possible, this agreement shall become part of the written contract prior to beginning of production. Since all ultimate uses cannot be anticipated, provision should be made in the contract to assure that such uses could be arranged upon further negotiation.

2. Charges to external users will have to be negotiated by the producing institution with such users. It is possible that differing fees to other state agencies, non-profit educational users, consortium users and others will be a result of these negotiations.

D. Revision or Withdrawal

1. The recorded materials shall not be altered or revised without consultation with the original responsible faculty member(s).

2. The responsible faculty member(s) may recommend to the university and other users the discontinuance of distribution and/or use of materials which he/she deems no longer appropriate or detrimental to his/her professional reputation.

3. If the university continues the discussion and/or use and/or the authorization of use by others of materials contrary to the recommendation of the responsible faculty member(s), all

identification of the faculty member(s) shall insofar as possible be removed from the material and it shall not be advertised or presented as his/her work.

III. Faculty Compensation

A. Production

1. Faculty should normally be accorded released time at a declining level through the stages of planning, production, and presentation, including the first and subsequent semesters of utilization. Faculty eligible for released time shall include the responsible faculty member or other faculty members assigned by department or its functional equivalent.

B. Reuse

1. The responsible faculty member(s) shall be offered the opportunity to assume responsibility for the presentation of the recorded material. If he or she declines, the assignment of responsibility will be made by the chancellor or his designee.

2. The responsible faculty member(s) should be consulted when recorded materials are considered for use in courses other than the one for which they were produced.

C. Compensation for External Distribution

1. The financial benefits of external distribution shall be shared by the department or functional equivalent, the responsible faculty member(s), and the institution, with a portion designated for the production group.

2. It is recommended that before amortization of the institution's total investment is complete, the division shall be: 20% to the department or functional equivalent, 10% to the faculty member(s), and 70% to the institution for amortization of production costs.

3. It is recommended that after amortization of the institution's total investment, the division shall be: 25% to the faculty member(s) and 75% to be divided between the department or functional equivalent and the institution in a proportion to be determined by the chancellor.

4. It is recommended that the department's or functional equivalent's share be devoted to (1) teaching load adjustment necessitated by production, or (2) development of new course materials and/or the revision or upgrading of the original recorded materials.

5. This distribution shall be continuing except in the case of termination or death. (See Section III E.2.)

6. Recommendations III. (C.) (2) and III. (C.) (3) do not apply to "work-for-hire" arrangements or to the production of copyrightable materials as an assigned duty.

D. Outside Resource Person

1. Fees for outside consultants or guests shall be negotiated between the production unit, the responsible faculty member(s), and the guest.

E. Compensation Following Termination

1. The institution's right to use recorded materials will continue regardless of the employment status of the responsible faculty member(s).

2. The faculty member's share in external distribution revenues shall remain the same for a four-year period and shall accrue to his or her heirs in the event of termination or death.

IV. Administration and Review of Guidelines

A. Administration of these guidelines shall be vested in the chancellor or his designee.

B. Appeal from differences arising out of contract negotiations may be referred to a board convened by Central Administration, Academic Affairs.

C. These guidelines may serve as the basis of contract between the responsible faculty member(s) and the institution.

V. FACULTY BENEFITS AND SERVICES

FACULTY TRAVEL

The internal budget of the university provides for allocations to the several departments and offices for professional travel. For the instructional departments these allocations are made on a per capita (faculty departmental membership) basis. The amount allocated may vary from year to year in accordance with the overall availability of funds.

Attendance at professional meetings is encouraged within the limits of available funds. Adequate arrangements should be made for classes or other assignments to be missed during absence from the campus. Class meetings generally should continue as usual with departmental members "pinch hitting" for each other. The number of members absent at the same time should not be so great as to disrupt normal schedules or work in the department or office.

Campus absence forms should be filed for out-of-town travel during the normal work week or for which reimbursement from state funds is anticipated. University vehicles are to be used whenever available. Out-of-state travel requires special advance clearance and approval.

Faculty members who travel on university business are expected to utilize university vehicles, insofar as these are available. Policies and regulations concerning such utilization are outlined elsewhere in this handbook (see page 113).

MAIL SERVICE

Incoming Mail

Direct delivery of first-class mail is made to each building out of the campus mailroom located in Main Hall. Parcel post, second and third-class mail are delivered to the Mail Room for sorting and forwarding.

Campus Mail

Pick-up and delivery of inter-office mail is made twice daily.

Outgoing Mail

Outgoing mail is picked up on the campus mail rounds for delivery to the mail room for processing.

Time schedule: Inquire at the reception desk in your building. There is no mail service on Saturday.

TELEPHONE SERVICE

A switchboard operator is on duty 24 hours a day, 7 days a week.

Inter-office calls: Dial the extension desired.

Other local calls: Dial "9" for an outside line.

Long distance calls: Dial "0" and give the university operator your name and extension and the name and number being called.

Pay stations are located in all buildings.

I.D. CARDS

Faculty I.D. cards (which are optional) are available through the Photo Services of the Audiovisual Center. The card provided by the current process is valid for the duration of the faculty member's employment at this university. Anyone wishing an I.D. card should obtain the proper IBM card from the Personnel Office and bring the card to Photo Services.

Faculty and staff I.D. cards are to be turned in to the Personnel Office when employment is terminated.

INTRAMURAL AND EXTRAMURAL ATHLETIC ACTIVITIES

The intramural programs for men and women are under the direction of members of the faculty of the Physical Education Department. The activities include: basketball, softball, touch football, badminton, paddleball, handball, soccer, archery, bowling, curling, table tennis, tennis, golf, track and field, wrestling, swimming and diving, slow-pitch softball, pre-season basketball tournament, two-man volleyball, water polo, field hockey, volleyball and fencing.

The men's intramural program is divided in all sports to include a residence hall division, a fraternity division, and an independent division. The women's program has a physical education majors league, independent league (sororities, clubs, etc.) and the housing league for residence halls. They also plan to have a coed league.

For information regarding eligibility, organization, and general rules, please see the booklet, "Men's Intramural Sports - University of Wisconsin-La Crosse" and the "Women's Intramural Handbook."

THE INTERCOLLEGIATE ATHLETIC PROGRAM

The University of Wisconsin-La Crosse Intercollegiate Athletic Program provides a service to the entire university. It offers participation opportunities for men and women who are highly skilled in competitive sports. Also, spectator events are presented for university people, alumni, community and general public.

The Intercollegiate Athletic Program operates as an arm of the School of Health, Physical Education and Recreation. The athletic director and the associate athletic director head the men and women's programs and administer the policies and procedures established by the Athletic Board. The Athletic Board includes five faculty members appointed by the Chancellor of the university, five students elected by the student body, and the athletic director and the associate athletic director as ex-officio members. The coaches conducting their respective sport programs are members of the faculty and are selected by the Dean of the School of Health, Physical Education and Recreation, the chairperson of the Physical Education Department, and the director of athletics and are approved by the Chancellor.

The policies and standards established by the university Athletic Board are, in general, more stringent than those established by the state and national organizations to which we belong. All regulations conform to those established by the National Association of Intercollegiate Athletics and the Wisconsin State University Conference for men and the Wisconsin Women's Intercollegiate Athletic Conference, Association of Intercollegiate Athletic Women and Midwest Association of Intercollegiate Athletic Women for women.

Money to finance the program comes from three sources: student fees, gate receipts, and guarantees from the host schools. Student fees account for most of the money needed to operate the program. The percentage of the total student fees allocated for the Intercollegiate Athletic Program is determined by the university Apportionment Board. The board is composed of equal representation by students and faculty.

Students pay an activity fee and are entitled to non-transferable tickets to all athletic events. Members of the faculty and student's spouses may purchase season tickets for home athletic events at special rates.

The ten men's intercollegiate sports included in the present program are: cross country, football, basketball, gymnastics, swimming, track (indoor and outdoor), wrestling, tennis, golf, and baseball.

The women's athletic program has grown from a few intercollegiate sports to eleven sports in the last five years. The present program includes basketball, cross country, fencing, field hockey, swimming, golf, tennis, volleyball, badminton, track, and gymnastics.

The athletic program is designed to minimize interferences with the university academic program, particularly with respect to student absences from classes. Contests are scheduled whenever possible on weekends or at times involving as few classes as possible. No student is permitted to participate in more than one sport during any one session.

Faculty members whose classes are missed by athletes on scheduled trips will receive notices of absences from the Dean of Students. Athletes are expected to make arrangements to complete work missed because of scheduled contests.

Sports are added to the program as interest and support is developed by the students, faculty and administration. UW-L club sports indicating varsity level interest are: synchronized swimming, bowling, water polo, skiing, and ice hockey.

The intercollegiate program at UW-La Crosse has been developed for the students through their interests. Considerations are for needs of the students and appropriate sports for men and women. Annually over 500 men and 250 women participate on intercollegiate athletic teams.

PARKING REGULATIONS
BOARD OF REGENTS PARKING RESOLUTION

Need for Off-Street Parking

Provision of off-street parking on the several campuses of the University of Wisconsin System is hereby declared to be essential to the keeping of roads, fire zones and loading zones clear for the safety and protection of students, the staff and faculty, and visitors.

Responsibility

The Board of Regents of the University of Wisconsin is responsible for providing off-street parking facilities on property under its jurisdiction on the several campuses of the University of Wisconsin System and for regulating the enforcement thereof.

Jurisdiction

These rules and regulations shall apply to all students, faculty and other personnel of the University of Wisconsin System and shall be deemed a part of the terms and conditions of the admission and enrollment of students and of the employment of faculty and staff members. Visitors to each campus are expected to abide by rules posted while on property under the jurisdiction of the Regents.

Disposition of Fees and Sums Received for Violations

All fees collected by the university for and on account of off-street parking provided on campuses of the University of Wisconsin System shall be used for the development of parking facilities (including interest and debt amortization costs) and for enforcement of parking rules and regulations as provided in Section 20.265 (4)(h) Wisconsin Statutes.

This resolution as it applies specifically to each campus shall be published in every student and faculty handbook. Each parking area shall be posted indicating the rules which are in effect for that area.

Vehicle Registration

All faculty, staff and students in the University of Wisconsin System are required to register their motor vehicles if they wish to use university-owned or controlled parking facilities on the campus of their registration or employment. Each vehicle to be registered on any UW campus must be currently registered in the state of residence of its owner. Each registrant must have a valid driver's license and be able to show proof that he carries liability insurance on the vehicle being registered. Campus registration permits are not transferable from one vehicle to another.

Special parking permits may be issued for loading and unloading purposes and to recognize the physical disability of the registrant. Temporary parking permits may be issued for visitors and others requiring parking for short periods of time.

The person in whose name any motor vehicle is registered at a university or branch campus shall be held responsible for any violations involving the vehicle.

Vehicle Registration Fees

In order to provide funds for the development of parking facilities (including interest and debt amortization costs) and for the enforcement of parking rules and regulations, each university and branch campus may impose a registration fee for all faculty, staff and students on that campus wishing to use university-owned or controlled parking facilities. Registration fees assessed may not exceed $25 per semester for automobiles and similar four-wheeled conveyances and $12.50 for motor bikes. Temporary permit fees, annual fees and fees for the summer session only may be imposed in amounts proportional to the semester charge.

Parking Violations

The following constitute parking violations in university-owned or controlled parking facilities:

1. Overtime parking -- at parking meters and in limited term posted areas.
2. Parking an unregistered vehicle.
3. Improper parking to include double parking, blocking driveways, overriding space markings, parking where prohibited, etc.
4. Illegal use or display of university registration permit.
5. Parking in an area not authorized by university registration permit.

Campus parking facilities may not be used to repair or service motor vehicles, except in emergencies. Long term parking or storage of motor vehicles is also prohibited. Special permission for parking during holiday and vacation periods may be authorized by each university or branch campus.

Special snow regulations may be imposed by each university or branch campus to provide that motor vehicles must be moved as directed to aid in snow removal and that vehicles impeding snow removal will be cited for improper parking.

The right is reserved by the university or branch campus to close with due notice, either temporarily or permanently, any university-owned or controlled parking facility. In order to utilize parking lots for special events during evening hours, on weekends and other times when parking facilities are generally not in use, the university or branch campus is authorized to open its facilities to general use.

Enforcement

All motor vehicles using parking facilities owned or controlled by a university or branch campus are subject to these parking regulations and the enforcement procedures established on each campus. Enforcement is by officers designated by the Board of Regents for this purpose, except where arrangements have been made by a university or branch campus with a local unit of government (city or county) for their enforcement and the payment of penalties imposed under them.

Moving violations will be referred to, and enforced by, state and local law enforcement personnel.

Payment of Penalties

Payment of penalties imposed for violation of these regulations where the university is the enforcing agent is as designated by each university or branch campus.

Appeals

A local appeals board may be established on each campus to hear objections to citations issued by the university or branch campus for parking violations. This board may set aside any violation for which an appeal is brought, provided the appeal was filed with the board within the period of time specified for payment of the penalty.

Failure to pay penalties imposed under these regulations may result in referral to the county court for enforcement.

Penalties for Violations

For all violations, except for the parking of an unregistered vehicle, the penalty imposed may not exceed $3.00 for each violation. The fine imposed

for parking an unregistered vehicle may not exceed $10.00 for each violation.

An additional rate payment penalty of no more than $5.00 may be imposed if the scheduled penalty is not paid within a specified period of time. The total penalty for any single violation may not exceed $10.00.

Refund of Fees

Provision may be made by any university or branch campus for a refund of parking fees on a pro-rate basis, except the institution may include in its parking fee a minimum service charge which is not refundable.

Liability

Neither the university or branch campus at which motor vehicles are registered, nor any of its employees, is responsible for loss from theft or damage to cars parked in university-owned or controlled parking facilities.

Campus Rules and Regulations

University and branch campus rules and regulations must comply with the framework of this resolution. No change can be made in the rules and regulations for a campus which is incompatible with this resolution.

PARKING REGULATIONS
UNIVERSITY OF WISCONSIN-LA CROSSE

There is not sufficient space to provide parking for all vehicles driven to this university campus. Therefore, there must be restrictions placed on the use of the areas available. In order to provide for present and future needs for automotive parking, it is necessary to require registration of the vehicles brought here by students, staff, and faculty. Further, in order to establish funds with which to obtain new parking areas, and to provide financial support for policing and security, it is necessary to charge registration fees. And, finally, it is necessary to require identification stickers for vehicles parked in university controlled areas.

Regulations applying to the registration of vehicles, fees, stickers, violations, fines and penalties follow.

I. Registration of Vehicles

A. Registration of vehicles is handled at the Security Office, Room 104, Main Hall, during the hours of 8 a.m. to 4 p.m., Monday through Friday beginning in August. A parking sticker, the application of which is described below (II. A and B), will be issued at the time of vehicular registration.

B. All faculty, staff, and students of UW-La Crosse are required to register their vehicles if they wish to use university-owned and controlled parking areas.

C. Each registrant must have a valid driver's license and must have evidence that he carries liability insurance on his vehicle.

D. Each registrant who changes local address must advise the Security Office of that change within five (5) school days.

E. Registration permits are not transferrable from one vehicle to another.

F. Registration requires compliance with all parking regulations established for such areas.

II. Stickers

A. Each registrant of a vehicle will receive a sticker at the time of registration. This sticker will be placed in the vehicle on the side window behind the driver's seat.

Motorbike stickers are to be placed on the rear fender.

B. If registrant has more than one vehicle and wishes to drive them interchangeably, he will be given additional stickers as necessary at no extra cost. However, only one vehicle may be parked on university lots at any given time.

C. Identification stickers which are badly mutilated or lost can be replaced at the Security Office.

D. Should registrant trade vehicles, he must procure a new sticker for the new vehicle. This is accomplished by bringing the present valid sticker into the Security Office and registering the newly-acquired vehicle. There shall be no additional charges involved for issuance of the new sticker; however, THE OLD STICKER MUST BE RETURNED TO THE SECURITY OFFICE TO OBTAIN A NEW ONE.

III. Color Coded Lots

A. Green Lots - Green Stickers

All green lots are numbered and shall be used by commuting faculty, students, and staff only. Each permit holder shall be assigned a specific lot and shall be restricted to parking in the assigned lot. Fees for all green lots will be $35.00 per year and may be paid in installments. There shall be an initial $5.00 paid at the time of registration. All lots will be assigned on a first-come, first-served basis.

The following lots are classified as green lots:

1. Grandview Hall . . . . . 32 spaces
2. Stadium . . . . . 275 spaces

3. Cowley Hall . . . . . 297 spaces
4. Library . . . . . 150 spaces
5. Maintenance and Stores . . . . . 37 spaces

B. Red Lots - Red Stickers

Red lots are numbered and shall be assigned to dormitory residents only. Each permit holder shall be assigned a specific lot and shall be restricted to parking in the assigned lot. Fees for all red lots will be $25.00 per year and may be paid in installments. There shall be an initial payment of $5.00 at the time of registration. All lots shall be assigned on a first-come, first-served basis.

The following lots are classified as red lots:

1. Angell Hall . . . . . 193 spaces
2. Whitney Center . . . . . 86 spaces
3. White Hall . . . . . 40 spaces
4. Reuter Hall . . . . . 32 spaces

C. Permits by the Semester

Permits may be purchased by the semester and must be renewed each semester. The entire fee of $12.50 must be paid at the time of registration.

D. Meters are in effect from 8:00 a.m. to 10:00 p.m. daily except Sundays and holidays. Parking permits are not valid in metered zone.

E. To terminate the use of a permit, the registrant must present the valid sticker at the Security Office and a pro-rated refund will be issued for the unused portion. Refunds will not be made after June 13, 1976.

IV. Summer Session

All students attending summer school must register their vehicles if they use university parking facilities. Each permit holder shall be assigned a specific lot and shall be restricted to the assigned lot. Fees for summer school shall be $10.00 payable at time of registration unless they hold a green sticker valid for the entire year.

V. Summer Seminars

All people attending special summer seminars or workshops may register their vehicles for the required number of weeks. Fees for a permit are $1.50 per week.

VI. Special Parking

There shall be a fee of $1.00 per week for special parking on all red university lots.

VII. Visitors' Parking

There shall be a designated number of visitors' parking permits assigned to each lot. When a visitor comes to the campus he shall be assigned a specific lot and he shall be restricted to parking on the assigned lot. There shall be no fee for such permits.

VIII. All lots shall be posted with the following information:

A. University of Wisconsin-La Crosse
B. Hours lot is open
C. Number of lot
D. Unregistered vehicles will be towed away at owner's expense.

IX. There shall be a designated area for motorcycles.

X. Parking Violations

A. Unregistered vehicle
B. Blocking driveway
C. Backing into stall
D. Restricted Area
E. No Parking Zone
F. Meter
G. Parking on sidewalk or lawn
H. 30-minute loading zone

XI. Fines

A. The person in whose name the vehicle is registered shall be held responsible for any violations involving that vehicle.

B. Fines are to be paid at the Business Office.

C. All fines are $1.00 and shall double in amount if not paid within 48 hours.

XII. Driving on Sidewalk

Anyone driving on a university sidewalk will be in violation and shall be fined $2.00 for this violation. This amount will double if not paid within 48 hours.

STANDARD OPERATING PROCEDURE - MOTOR POOL

This document establishes the standard operating procedure to be used in the use of university vehicles:

1. University vehicles will only be used for official university business. The use of vehicles for side trips, travel to or from home of residence, etc., is strictly forbidden.

2. Official university travel will be made in university vehicles. The only exception to this policy will be when university vehicles are not available and requestor is so notified by the dispatcher. A record of extra car requests is maintained to allow dispatching to a department notified of non-availability should a cancellation occur. Certificates of non-availability will be issued after a request has been made and no vehicle is available. Subject certificates are then presented by the requestor to the business office for reimbursement for the use of their personal vehicle.

3. Dispatching

   a. Vehicles are requested/dispatched from Physical Plant office, Ext. 571, between the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday.

   b. Requestor must provide dispatcher with date/time vehicle is required, date/time of return, that the driver has completed the Defensive Drivers course, name of driver, department and destination.

   c. Vehicles will be dispatched on a first-come, first-served basis. Any conflict or special circumstances will be resolved by the Director of Physical Plant. The dispatcher will adhere to the above policy and is only responsible to the Director of Physical Plant for implementation; please do not take out your displeasure on her.

   d. Emergency Kits are available in the Physical Plant office upon request. If the requestor drives his own vehicle down to the Physical Plant, he will park his car in the stall occupied by the state vehicle being used.

   e. University faculty/staff member only can request and be dispatched university vehicles. This individual then assumes responsibility for the driver, including student drivers. The staff/faculty member or his authorized representative should be present in the vehicle during operation. Student drivers must present student authorization forms signed by the department head to the dispatcher prior to departure. Requestors assume the responsibility for having authorization from their department head whose budget will be charged an appropriate rate with a $1 minimum. A charge of $20 may be made where vehicles are not returned at time/date scheduled.

   f. Requestors assume full responsibility for observance of all traffic regulations, compliance with university policy, supervision of students and safety/safeguard of vehicle operation.

   g. Vehicle requests can be made in advance. Dispatcher cancellations, if required, will be made no later than 24 hours prior to requested date/time, to allow requestor to arrange for other transportation.

   h. User cancellations should be made no later than 24 hours prior to time of requested dispatch to allow departments on extra car request list to be notified of vehicle availability.

   i. The individual signing out a university vehicle shall make sure he

departs La Crosse with a full tank of gasoline. If the trip is to be in excess of 200 miles, he should procure a credit card at the time the keys are picked up. The credit card is to be used only for the purchase of sufficient gasoline and minor service station repairs to insure the return trip to the campus. If any gasoline is purchased without a credit card, please keep receipt for reimbursement.

j. Vehicles returned after 5:00 p.m. shall be parked on the west side of the Maintenance and Stores Building, locked and the keys placed in the mail slot in the west personnel door.

k. All university vehicles shall be kept locked when unattended.

l. All vehicles are equipped with safety belts and occupants are expected to use them. A full report as required by law shall be made by the driver of any university vehicle involved in an accident. Accident report blanks will also be found on the clipboard in each vehicle.

m. Mechanical problems should be reported by the driver when a vehicle is returned. Write any problems encountered on the mileage report.

n. Drivers of university vehicles will file the usual travel voucher for reimbursement expenses. Designate university car no. ___ as the mode of travel. Vehicle identification is stenciled on the driver's side of each car.

o. Care should be exercised to see that vehicles are not overloaded. A station wagon should not have more than 8 people in it without luggage. If luggage or equipment is taken along then only 6 people and luggage should comprise the load. A sedan is fully loaded on a long trip with 5 people without luggage or 4 people with limited amounts of luggage. Slight variations can be allowed on trips under 100 miles when overnight staying is not involved or if on these short trips the vehicle is not driven over 55 miles per hour.

INFORMATION SERVICES

News and information about the campus, its personnel, programs and public events are distributed to the local, area and state news media through the Office of Information Services. This office also produces a variety of internal communications, including a weekly university newsletter, telephone directories, campus maps and descriptive brochures. Faculty and staff are provided professional assistance in developing and distributing news releases on their special projects and programs of public interest. Services are generally aimed at linking students, staff and administration with the community, the university system and the general public through a comprehensive information program.

STUDENT HEALTH SERVICE

The health service exists to assist the student to function effectively. The resources of the medical community of La Crosse are fully utilized.

Location: Grandview Building, 1707 Main Street

Hours: Regular session - Monday through Friday

M.D. - 9:00 a.m. to 12:00 noon
1:30 p.m. to 4:00 p.m.

R.N. - 8:00 a.m. to 4:30 p.m.

Summer session - M.D. -10:00 a.m. to 12:00 noon

After hours or in emergency, transportation to a local hospital should be arranged via Security.

Illness or injury necessitating hospitalization or other removal from campus is reported to the deans. Excuses from physical education classes are issued to protect the student or his peers. Excuses are not given for absence from academic classes.

Health records are maintained on all full-time students, classified initially for participation in activity, are considered "privileged communication," and are not available to anyone other than health center personnel without written consent of the student.

The health service maintains a physical therapy department which is available to the students through the health center physicians and the physical therapist.

Because academic efficiency and health status are closely related, consultation and referral by faculty is encouraged. The health service appreciates the opportunity to seek faculty assistance when illness or injury requires adjustment of the student's schedule.

Faculty health service is normally limited to initial physical examination, first aid and public health programs. Health education materials are always available.

PLACEMENT SERVICE

The university Placement and Career Advising Office provides assistance to graduates and alumni who are seeking professional employment in education and with business, industry, and government agencies. We also provide assistance to undergraduate students who are concerned with occupational choices and career development. The Placement and Career Advising Office is located on the second floor of Wilder Hall.

Credentials of students who register with the Placement Office normally include references and recommendations from their instructors and advisors. Faculty members are urged to give prompt and professional attention to such requests.

STUDENT ACTIVITIES AND CENTERS

Both Cartwright and Whitney Centers are self-amortizing facilities financed by student fees, receipts from food service, and miscellaneous other revenue. The operation and programs of the Centers are governed by the Student Centers Board and various student committees. Faculty are encouraged to broaden their contact with students by participating in these committees and groups and to enjoy the facilities of the Centers.

Cartwright Student Center and Whitney Center facilities are for use by students, faculty and families, and guests. The following facilities are available for faculty use.

Food Service. Cash food service is available in Cartwright Center daily in the U-Bar Commons, the Cellar pub, and at noon in Indian Commons. Meals on a cash basis are also available to faculty in the student cafeterias located in Whitney Center. Banquets, teas, receptions, etc., may be arranged for through the University Food Service, Ext. 241.

Recreational Activities and Equipment. The lower level of Cartwright Center contains bowling lanes, billiards, table tennis, and other table games. Bowling leagues are scheduled for faculty and the Campus Dames. Equipment such as bicycles, canoes, camping gear and toboggans may be rented by faculty at the La Crosse Room Counter for a nominal rental fee (see also page 105).

Meeting Rooms. A variety of various size meeting rooms are available to the faculty by making reservations in the Student Programs Office.

Bookstore. A well stocked University Bookstore is located in Cartwright Center. An experienced staff is available to assist faculty in the selection of textbooks, supplemental readings and books of any nature.

Activities Calendar. A calendar of campus activities is maintained in the Student Activities and Centers office. This office publishes yearly, monthly and daily calendars of campus activities, serves as an information center for happenings on campus. Faculty are encouraged to check with this office prior to scheduling any type of activity on campus. In this way, conflicts can be minimized.

Lectures and Concerts. The Lectures & Concerts Committee, Student Centers Committees, and various other campus departments sponsor a series of outstanding vocal, instrumental, and dance concerts, theatre, films, and lectures by nationwide personalities. Faculty and their families are welcome to attend, and tickets are available in the Student Activities and Centers office.

Extra-Class Scheduling of Facilities

Scheduling for extra-class use of classrooms, auditoriums, and other university facilities by student, faculty, and community groups is done through the Student Activities and Centers office. Scheduling forms may be obtained and completed at that office. Tentative clearance will be made at the time the scheduling form is obtained. Final scheduling will not be made until the form has been signed by the building director and the director of student activities and centers.

UW SYSTEM POLICY ON USE OF UNIVERSITY FACILITIES BY OUTSIDE GROUPS

Use of University Facilities by Non-University Groups

Facilities of the university are primarily for university purposes of instruction, research and public service; they are not available for unrestricted use by non-university groups. If, in the judgment of a university department or organization, the meetings or activities of a non-university group will contribute to and serve the university's purposes, university facilities, when available, and subject to necessary routine procedures administered by the chancellor or his designee, may be used by that group, but only upon the invitation of or under the sponsorship of a university department or organization.

Use of University Facilities by Governmental and Public Educational Groups

University facilities may be used by governmental and public educational agencies when they are available, subject to necessary routine procedures administered by the chancellor or his designee.

Use of University Facilities by Political Parties or Candidates for Public Office

Leaders of political parties and candidates for public offices may hold public meetings on each campus, if facilities are available, and subject to necessary routine procedures administered by the chancellor or his designee. During any election campaign a university auditorium may be made available for one public meeting on behalf of each recognized candidate for public office. In a general election year, each political party may use a university auditorium for one public meeting on behalf of its candidates for national office, and for one public meeting on behalf of its candidates for statewide office. State conventions of recognized political parties may also use university facilities. Members of the audience should be given a reasonable opportunity, in appropriate situations, to ask questions at the end of the presentation.

Use of University Facilities for Political Solicitations

The use of state facilities for the purpose of making or receiving political contributions is strictly prohibited by state law.

UNIVERSITY OF WISCONSIN-LA CROSSE POLICY STATEMENT - INDIVIDUAL ASSISTANCE PROGRAM

The University of Wisconsin-La Crosse Policy recognizes that a wide range of problems not directly associated with one's job function may have an effect on student-employee job or class performance. In most instances the individual will overcome such personal problems independently and the effect on job or class performance will be negligible. In other instances, normal instructor or supervisory assistance will serve either as motivation or guidance by which such problems can be resolved so the individual's performance will return to an acceptable level. In some cases, however, normal efforts will not have the desired effect and unsatisfactory performance will persist over a period of time, either constantly or intermittently.

The University of Wisconsin-La Crosse believes it is in the public interest to provide a service which deals with problems of alcohol and other drug abuse. Therefore, it is the policy of the University of Wisconsin-La Crosse to handle such problems within the following framework:

1. The University recognizes that many alcohol-drug related problems can be successfully controlled provided that they are identified in their early stages and referral is made for appropriate diagnosis and treatment.

2. The University recognizes alcoholism and other drug dependencies as complex treatable illnesses.

3. The purpose of this policy is to assure that any individual suffering from alcoholism and other drug dependencies will receive the same careful consideration and referral to treatment that is now extended to individuals with any other illnesses.

4. The University is not concerned with the private decision of an individual to use or not to use alcoholic beverages or other drugs off the job or out of class. However, when their use impairs his or her work or class performance, attendance, conduct, and reliability, it is the responsibility of administrators, instructors and supervisors to take enlightened action in accordance with this policy and its accompanying procedures.

5. Therefore, this policy shall be implemented when the individual's repeated consumption of alcoholic beverages or use of drugs interfere with job or class performance.

6. The University believes that one of the basic functions of an instructor, supervisor or administrator is to identify poor job and class performance and to take corrective action. It is recognized, however, that supervisors, instructors or administrators and stewards may not have the professional qualifications to permit any judgment as to whether or not a

staff or class member is suffering from alcoholism or other drug dependence. Proper corrective action, then, is to refer the individual to the University's Resource Coordinators.

7. Diagnosis and treatment should be accomplished, as with all other illnesses, by existing treatment resources.

8. The University considers the moral stigma often associated with alcoholism and other drug dependence to be both falacious and out of date. We expect that an enlightened attitude and realistic acceptance by the University of these conditions as illnesses will serve to overcome this stigma and will help to get those individuals who are afflicted with the illnesses to treatment. Referral for diagnosis or acceptance of treatment will in no way jeopardize an individual's job or class security or opportunities. An individual's participation in the University's program will remain confidential and will not be made a part of his or her personnel or academic records. Medical records, if any, will be preserved in the same confidential manner as all other medical records.

9. Individuals who have an alcohol or drug problem are encouraged to voluntarily seek assistance on a confidential basis by contacting the designated students/staff Resource Coordinator.

10. The University believes that an individual's job or class performance may also be affected when a family member is afflicted with alcoholism or other drug dependence. Assistance to any member of the individual's immediate family is available if requested.

11. It is the option of the individual to comply with referral for diagnosis and to cooperate with properly prescribed treatment.

12. In instances where it is necessary, sick leave or excused absences shall be granted for treatment or rehabilitation on the same basis that is granted for all health problems. In cases of employees, annual leave or leave without pay may also be considered for use when necessary.

13. Implementation of this program will not require or result in any special regulations, privileges or exemptions from the standard administrative practices applicable to job or class performance, except as may be outlined in a labor/management agreement. The fact that an individual accepts, rejects, or fails to respond to treatment for alcoholism or drug abuse in no way diminishes his or her responsibility to meet the required performance standards of his or her job or class.

PHYSICAL PLANT

Repairs/Maintenance

1. Emergency

The requests can be called in but must be limited to conditions that would immediately affect the health/safety of personnel or create a

positive condition that, if not corrected immediately, would result in further damage or cost.

2. Routine Maintenance/Repairs

These requests must be made in writing, approved by department chairperson or, if associate with facility, the building director. Department associated requests will be charged for time/materials. Request must be directed to the Director of Physical Plant.

Projects

Minor projects must be requested each year at budget preparation time. These are projects that fall within the capabilities of our Physical Plant (a call to the director will resolve the question of capability). Projects not requested or approved will not be accomplished during the academic year.

Major Projects

These requests will be made to the office of the Campus Planner.

Issue/Use of Keys

Door keys are issued for security reasons and the personal convenience of faculty members. When a key is issued, a record is kept in the office of the Director of Physical Plant. A master key system will be maintained in each building. No individual building door keys will be taken off master.

Keys are not transferable and will not be loaned to others, particularly to students. During leave of absence, resignation, or retirement, or if moved to other rooms or offices, the faculty member must return keys no longer needed to issuing office for correction of records. All key requests must be approved by department chairperson, building directors, and in the case of entrance keys additionally by the Security Office and Director of Physical Plant.

Condition of Rooms

Faculty members should assume reasonable responsibility for neat, safe, and comfortable conditions in their classrooms and care of furniture and equipment used by students. Unsatisfactory janitorial services as well as heating, lighting and ventilation conditions should be reported to the Director of Physical Plant in writing and dated. Blackboards and desks should be cleared for the next instructor when rooms are shared.

Daily janitorial services should be expected, particularly emptying of wastebaskets and pencil sharpeners, sweeping, dusting and cleaning blackboards. Anyone opening windows should assume responsibility for closing them. The "NO SMOKING" areas must be enforced.

INSURANCE

Group Health Insurance - Blue Cross, Blue Shield

The State of Wisconsin provides for a comprehensive health insurance program which is available to faculty members the first full month they are at the university, providing the application is received and dated by the first of the month. The state pays 90 percent of the premium after a six-month qualifying period has been completed with the State of Wisconsin Retirement Program. Two programs are currently available--the standard health insurance plan and a Health Maintenance Plan (HMP). The premium for both programs is the same.

Both plans provide for single and family (two or more) coverage and are divided into three basic areas:

1. Basic hospitalization provides benefits up to 365 days full coverage of charges for semi-private rooms or the average of a semi-private room for a private room. All in-patient charges for coverage and miscellaneous services are paid in full. Also, out-patient diagnostic x-ray and laboratory services are covered.

2. The basic surgical and in-hospital medical coverage provides benefits up to $10,000 per illness for surgery, anesthesia, radiation therapy, in-hospital medical services, maternity services, etc. Out-patient diagnostic x-ray and laboratory services are covered also.

3. Major medical benefits include up to $100,000 coverage of the medical expenses incurred in or out of the hospital, including physical examinations and drugs, office calls, etc. There is a $25 deductible for each member of the family before major medical benefits take effect each year. Special Note: Once two members of the family exceed the deductible, the deductible is waived for all other family members.

   The HMP program provides further services such as paid office calls, preventive dental and eye care for children, etc., provided services are received from a participating physician or clinic.

These are the highlights of the comprehensive health insurance program available to faculty members. For further information refer to your State of Wisconsin Group Health Insurance Handbook, or contact the Personnel Office, Main Hall.

Group Life Insurance

Faculty are eligible for this coverage upon employment only if they have been active members for six months in either the State Teachers Retirement System or in the Wisconsin Retirement Fund. All others will be eligible after six months of employment at half-time or more. This coverage is determined by salary and is rounded to the next higher $1,000 (called basic coverage) plus 100% (called supplemental coverage). Example: If your salary is $12,500, your total coverage is $24,000. Options available are:

1. Basic coverage plus 100% supplemental - Automatic.
2. Basic coverage plus 50% supplemental - Requires waiver of 50% supplemental.
3. Basic coverage only - Requires waiver of 100% supplemental.
4. No insurance coverage - Requires waiver of total program.

Upon eligibility you will be automatically included in the plan which is basic coverage plus 100% supplemental coverage. However, if you want only partial or no coverage, you will have to sign the appropriate waiver at least 30 days before becoming eligible. If you were previously included in this program under an eligible retirement system, the waiver must be filed within five days after your appointment date. Further information is available in your Group Life Insurance Handbook or contact the Personnel Office, Main Hall.

Supplemental Life Insurance

Faculty 60½ years of age or less are eligible for coverage within the first 31 days of their appointment on a guaranteed issue basis. The spouse is eligible subject to the insurance company's approval. All children are eligible on a guaranteed issue basis. The employee is guaranteed $5,000 or $10,000 initially with yearly additions possible equal to the initial coverage with a maximum coverage of $40,000. If the initial coverage is more than $10,000, this is subject to company approval. The spouse is eligible for an additional $5,000 coverage any time after the initial coverage becomes effective by applying with evidence of insurability. Each child is eligible for $2,500 coverage. For employees over 60½ years of age, insurance is subject to the company's approval. A spouse of age 60 or more is not eligible for insurance. The employee must take insurance for himself in order to receive coverage for either or both the spouse or children. For further information consult your Northwestern National Insurance brochure or contact the Personnel Office in Main Hall.

Income Continuation Insurance

You are eligible for an open enrollment period the first 30 days of your employment; otherwise you must show evidence of insurability prior to receiving the plan. Faculty new to the University of Wisconsin System will be required to pay the full premium for one year. Faculty with one year or more service in the UW System will have all or part of the premium paid, based upon the waiting period which is chosen. This is a plan that will replace a substantial part of your salary if you are totally disabled and are unable to work for a short period of time, or for an extended period of time that may last up to your normal retirement, which is age 65. Income Continuation benefit payments are integrated payments with Workmen's Compensation, Social Security (primary only), State Retirement disability provisions, and other group disability income plans in which the state participates. Integration of benefits means that income continuance will not duplicate payments from other sources but will supplement them so that the total benefits reach maximum levels of the plan. Your monthly salary for income continuance is changed from 10 months to 9 months, which is comparable to Chapter 36 (UW-Madison) faculty monthly pay.

This amount is arrived at by multiplying your present monthly salary by 1.11. For further details on specific coverages, cost, etc., please consult your informational brochure or contact the Personnel Office in Main Hall.

Voluntary Accidental Death and Dismemberment Insurance

This plan provides coverage to the employee for (1) accidental death; (2) dismemberment or loss of sight; (3) permanent total disability indemnity, and permanent and total loss of use indemnity. It also provides coverage for your spouse and/or children under points 1 and 2. The principal sum of coverages available are $10,000; $25,000; $50,000; and $100,000. There are no restrictions on enrollment. You may enroll at any time. Please note that the application states, "Your coverage will be effective the date received in the appropriate office (Personnel Office) unless a later date is specified here: ____." However, for new appointments the earliest date of coverage is date of appointment. Also, you must pay a full month's premium for a partial month's coverage. Consult your informational brochure for details on specific insurance coverages or the Personnel Office in Main Hall.

Catastrophic Major Medical Insurance

This major medical plan is a supplement to the Blue Cross, Blue Shield Insurance. The maximum benefit is $100,000 paying 100 percent of your coverage of your medical expenses, once you have exhausted your Blue Cross, Blue Shield basic coverage or any amount after a $500 deductible. The program also includes Accidental Death Insurance on the employee, spouse and dependent children. A dental expense benefit rider covering 50 percent of dental charges after $250 (up to $1,250 per calendar year per person) is provided. Orthodontic treatments only require meeting the $250 deductible once in a 30-month period. For further information, including the cost of the program, please refer to your Catastrophic Major Medical Health Insurance brochure or contact the Personnel Office, Main Hall.

PURCHASING

The Purchasing Department is responsible for the procurement of all equipment, services and supplies (except textbooks and printing) from off-campus sources. Purchases not covered by an authorized purchase order may not be charged to the University of Wisconsin-La Crosse.

Requisitions submitted to the Purchasing Department must be approved and signed by the department chairperson or supervisor responsible for the account to be charged. Complete and accurate description of items to be purchased is essential. Include vendor name and address, catalog numbers, brand names, sizes, colors, etc. Requisitions which do not have sufficient information will be returned to the ordering department. The requisition form has been designed to provide all the information needed to place your order. Careful preparation of this form will assure you of receiving what you require.

Before an order is placed, the requisition is coded by the accounting department and a check is made as to the availability of funds. Be sure to indicate the name of the account to be charged. The accounting department will fill in the accounting code.

Because of frequent increases in catalog prices, the purchasing office staff must send inquiries and receive written quotations from vendors to verify prices and delivery terms of major equipment purchases. Anticipation of your program needs will give the lead time needed to procure goods and services on schedule.

The State of Wisconsin has contracts with certain vendors for many items. Some of these contracts are mandatory. Copies of bulletins outlining the contracts pertinent to your department are on file in your department office. Terms, prices, discounts and advice in filling out a requisition are included. If you are familiar with the contracts related to your department needs, you can expedite the entire ordering process.

When you anticipate buying a number of small supply items not exceeding $25.00 each from one vendor, please submit a blanket order requisition. Authorized persons in the department may then place telephone orders and charge to the blanket order number as issued. A copy of each order placed will be forwarded to the chairperson or supervisor of the requisitioning department.

Emergency requirements such as repair parts or services can be expedited, but you are urged to minimize the need for confirming orders by anticipating program needs.

CAMPUS STORES

Before you begin to hunt through commercial catalogs for office, art and cleaning supplies, refer to the Campus Stores Catalog on file in the department office. To order direct, complete a Supply Request Form (available in your department office) and send it to Campus Stores, NOT TO THE PURCHASING OFFICE.

Again, please anticipate needs and try to limit orders to no more than one per week.

TEXTBOOK ORDERS

All completed textbook library requisitions are to be sent to the office of the university Business Administrator (Ext. 501, Room 108 Main Hall) for ordering from publishers. Blank requisition forms are also available in this office.

PRINTING ORDERS

All arrangements for commercial printing of administrative and academic materials must be made in the office of Publications Editor (108 Main Hall). Please contact the editor (Ext. 502) for assistance. DO NOT INITIATE A PRINTING ORDER IN ANY LOCAL PRINT SHOP: an exclusive local contract has been awarded to one vendor. Should you place an order without authorization, you will be held responsible for payment. THERE IS NO SUCH THING AS A CONFIRMING ORDER FOR PRINTING. This regulation applies to all funds monitored by the university; i.e., state and federal grant monies are included.

VI. UNIVERSITY ORGANIZATIONS

INSTITUTIONAL MEMBERSHIPS

The following list shows enrollments by the university as a whole. There may be others initiated at the department level which automatically include the enrollment of the university:

American Association of State Colleges and Universities
La Crosse Area Industrial and Economic Development, Inc.
Central State Colleges and Universities Cooperative Research
American Association of Colleges for Teacher Education
Midwestern Association of Graduate Schools
Phi Beta Kappa
American Association of University Women
North Central Association of Colleges and Secondary Schools
National Council for Accreditation of Teacher Education
National Commission on Accrediting, Inc.

THE DEVELOPMENT OFFICE

The Development Office coordinates the institutional advancement program, including public relations, information services, alumni affairs, government grants and a variety of fund-raising programs. These include the annual fund, a parent's program, deferred giving, corporate and financial solicitations and several special funds for individual schools, colleges and departments within the university. All fund-raising activities or special public affairs projects should be coordinated through the Development Office.

THE ALUMNI OFFICE

The Alumni Coordinator is responsible for providing direction and leadership to the programs of the Alumni Association and maintaining active contacts with alumni through a regular series of mailings and special group events. The Alumni Office also maintains records on all persons who have received a graduation certificate or degree from the university. This file is open to faculty, students, campus organizations and, of course, all alumni. The office coordinates class reunions, professional meetings and other special events. The La Crosse Alumnus is published three times each year by the Alumni Office.

THE UNIVERSITY OF WISCONSIN-LA CROSSE ALUMNI ASSOCIATION

Organized in 1969, the Alumni Association encourages the meaningful involvement of alumni in the continuing development of the university. The Association also provides an important communications link between the institution and its alumni and friends. Its purposes are exclusively educational and charitable and its activities closely coordinated with the University Foundation.

THE UNIVERSITY OF WISCONSIN-LA CROSSE FOUNDATION, INC.

A non-profit corporation established in 1967, the University Foundation exists to serve the university in its efforts to extend educational opportunities, promote research and experiment with innovation. To that end, the Foundation is organized to receive and hold in trust any property, real or personal, which is given over to the Foundation for the use or benefit of the University, or any student, professor or department therein. This includes the carrying on of any line of work, teaching or investigation which a donor may specify, through the investment and disbursement of funds as restricted by the donor. In the event the gift or fund is a general one, its use is applied to such needs as are agreed upon by the Foundation's Board of Directors.

CAMPUS DAMES

The Campus Dames, an organization of faculty wives, meets regularly throughout the year. The meetings are principally of a social nature although numerous interest groups and educational programs are included in the activities. Special attention is given to assisting wives of new faculty members to get acquainted.

The Dames sponsor teas and coffees, contribute funds to the Muriel Mitchell Loan Fund, provide honor cords to students who graduate with honors and cooperate with faculty social committees in planning and conducting a series of social events throughout the year.

THE AMERICAN ASSOCIATION OF UNIVERSITY PROFESSORS

The AAUP is an international voluntary organization of college and university teachers, including librarians, whose objective is to define and encourage sound academic practices. It constructs judicious statements on academic freedom, tenure, faculty participation in governance, etc., which are based on extensive review of academic history and regulations. These statements have been widely endorsed and implemented as a basis for academic practices. The La Crosse chapter, started in the mid-thirties, emphasized scholarship,

started scholarship "convocations," and for a decade had annual dinners at which visiting scholars presented papers. It has generally left business matters to the faculty association (TAUWF), but remains an advocate of good academic practices.

WISCONSIN EDUCATION ASSOCIATION COUNCIL
(Bylaw Objectives)

I. Objectives. The objectives of the Council shall be:

a. To aid and assist affiliated locals, their members and employees represented by such Affiliated Locals in obtaining and extending the benefits of mutual assistance and collective bargaining, the improvement of wages, hours and working conditions and to promote the organization of the unorganized teachers into locals of their own choosing for their mutual aid, protection and advancement;

b. To aid teachers and employees represented by the Wisconsin Education Association Council Affiliated Locals in obtaining improved wages, hours and working conditions; and to promote their economic and social needs by every lawful means.

c. To promote high ethical and professional standards for the education profession;

d. To provide for the education and economic and social advancement of the members of its local affiliates and the WEA, Inc., for their mutual concern, aid, and welfare;

e. To coordinate the activities and statewide legislative and other programs of its local affiliates;

f. To develop among the profession and the public a better understanding of the issues and problems in the area of teachers' rights;

g. To advance the civil and academic rights of the public and private teaching profession;

h. To encourage all teachers, without regard to race, creed, sex, color, national origin, to share equally in the full benefits of this organization and its local affiliates, the National Education Association and the WEA, Inc.;

i. To secure legislation which will safeguard and promote the principle of free collective bargaining, and the rights of teachers in both the public and private sector, and to oppose legislation hostile to these objectives;

j. To promote and use all appropriate media, to advance and protect the teaching profession and the individual rights of the members of the teaching profession through education and other lawful means;

k. To safeguard the democratic character of the teacher's association for protection of the rights of the teaching profession, and its individual members, through the organization of this Council and its local affiliates;

l. To provide for involvement of minority members in association activities;

m. To encourage teachers to register and vote, and to exercise their full rights and responsibilities of citizenship and to perform their rightful part in the political life of local, state and national communities, while preserving the independence of the teachers and the teaching profession from political control. And to engage in political activity permitted to a labor organization by law in furtherance of the objectives set forth in this article;

n. To promote the human and civil rights and education welfare of all students;

o. To promote the improvement of instruction;

p. To work towards the improvement of teacher education and professional development.

CONSTITUTION OF THE LA CROSSE CHAPTER OF THE ASSOCIATION OF WISCONSIN STATE UNIVERSITY FACULTIES

Article I. The name of this organization shall be the La Crosse Chapter of the Association of Wisconsin State University Faculties.

Article II. The object of this organization shall be:

1. To enhance the interest of the State Association, of which it is a branch;
2. To advance and protect the professional interest of its members;
3. To promote the economic welfare of its members;
4. To represent the interests of the faculty to the appropriate officials, press and public.

Article III. An unclassified employee of the Wisconsin State Universities who holds a faculty appointment, excluding university presidents and acting presidents, shall be eligible for membership in this organization. Membership shall become active upon payment of duly assessed dues.

Article IV. Officers

Section 1. The officers of this organization shall be a president, a vice president, a secretary, and a treasurer.

Section 2. All officers shall be elected by a majority of the members present. In the absence of a majority vote, the membership shall choose between the two candidates receiving the most votes.

Section 3. Election of the officers shall be held at the regular meeting in December of the odd-numbered years. Terms shall begin January 1st of the even-numbered years.

Article V. Executive Committee

Section 1. There shall be a chapter Executive Committee composed of the above listed officers and this organization's representative on the State Executive Committee.

Section 2. The president or his designate shall chair all Executive Committee meetings.

Section 3. It shall be the purpose of the Executive Committee to provide leadership for this organization and to act for the organization in emergency situations when action is required and a special meeting of the membership cannot be called.

Article VI. Nominating Committee

Section 1. There will be a nominating committee composed of one member from each of the four ranks (instructor through professor) and elected by a majority of the members present at the regular meeting in December in even-numbered years. Terms shall begin January 1st of the odd-numbered years.

Section 2. This committee shall, at the regular meeting prior to the election, nominate officers, this organization's representative to the State Executive Committee, and this chapter's delegates to the State Delegate Assembly. Other nominations may come from the floor during the meeting of the election.

Article VII. Proposals of Amendments must be submitted in writing at the previous regular meeting before a vote may be taken. An amendment must receive the affirmative vote of two-thirds of the members present.

By-Laws

1. The duties of officers are such as devolve upon such officers of any deliberative assembly.

2. A tenth of the members shall constitute a quorum.

3. Regular meetings shall be held on the second working Monday of the month at 4:15 p.m. while the university is in session.

4. All standing committees shall be appointed by the president. The standing committees, at a minimum, must correspond to the State Standing Committees.

5. Special meetings may be called by the president, or on request of ten members, provided that twenty-four hours written notice be given to the membership. Said notice shall include an exclusive agenda for special meetings.

6. Vacancies shall be filled by election within three months of occurrence.

CONSTITUTION OF THE ASSOCIATION OF UNIVERSITY OF WISCONSIN FACULTIES, INCORPORATED

Article I. Name

The name of the organization shall be The Association of University of Wisconsin Faculties (TAUWF), Incorporated, herein called the Association.

Article II. Purposes

The purposes of the Association shall be: (1) to advance the general educational welfare of Wisconsin and the nation; (2) to enhance the professional status of the several faculties and academic staffs of the University of Wisconsin System; (3) to promote the economic welfare of the several faculties and academic staffs of the University of Wisconsin System; (4) to provide for liaison among the several faculties and academic staffs of the University of Wisconsin System; (5) to maintain means of communication with the news media and with the general public concerning positions taken by the Association on questions pertaining to higher education in Wisconsin; and (6) to represent the faculty and academic staff of the University of Wisconsin System, with respect to all matters of faculty and academic staff concern, to the Board of Regents of the University of Wisconsin System, the Office of the Governor, the Wisconsin State Legislature and committees thereof, and any other appropriate official or agency.

Article III. Membership

Section 1. Any unclassified employee of the University of Wisconsin System who holds a faculty or an academic staff appointment, whether full- or part-time, shall be eligible for membership in the Association, with the following exceptions: (a) the officers and staff of the central administration of the University of Wisconsin System, and (b) the

Chancellors of the Extension System, the University Center System, and the universities.

Section 2. Retired faculty and academic staff of the University of Wisconsin System shall be eligible for Associate membership in the Association. Associate membership shall become active upon payment of the minimum annual dues assessed by the Delegate Assembly for full membership. Associate members shall receive all of those publications distributed to the full members by the state officers and state committee chairpersons of the Association.

Section 3. In the event of doubt concerning the eligibility for either full or Associate membership in individual instances, the Executive Committee of the Association shall make the final determinations.

Section 4. Membership shall become active upon payment of annual dues assessed by the Delegate Assembly.

Article IV. Officers

Section 1. The officers of the Association shall be a president, a vice president, a secretary, and a treasurer, each of whom shall serve a term of two (2) years. There shall also be a president-elect.

Section 2. (a) The vice president, the secretary, and the treasurer shall be nominated at and elected by the Delegate Assembly from the membership of the Executive Committee. Election shall be by a majority vote of those present and voting at the Delegate Assembly held each even-numbered year. (b) The vice president, the secretary, and the treasurer shall take office on June 1 of each even-numbered year.

Section 3. (a) The president-elect shall be nominated from the present or past membership of the Executive Committee or from the membership at large, provided that such a candidate-at-large shall have been sponsored by his local chapter. (b) The president-elect shall be elected by a majority vote of the total number of delegates authorized for the Delegate Assembly held each odd-numbered year; and he shall assume the office of president on June 1 each even-numbered year.

Section 4. Vacancies in any office shall be filled <u>ad interim</u> by the Executive Committee.

Section 5. The officers shall perform those duties normally associated with their respective offices and those

assigned to them by the Delegate Assembly or by the Executive Committee.

Article V. Chapters

Section 1. Each university in the University of Wisconsin System and campus of the University Center System may organize a chapter of the Association in conformity with the provisions of this Article.

Section 2. A chapter may be organized at such time as there are at least ten (10) Association members, or at least fifty (50) percent membership, at a university or on a campus of the University of Wisconsin Center System. The continuity of a chapter from year to year shall depend upon the maintenance of this minimum level of Association membership.

Section 3. Each chapter shall adopt a Constitution ratified by at least two-thirds of its membership. Approval of the chapter Constitution by at least two-thirds of the Executive Committee of the Association shall indicate official recognition of the chapter.

Article VI. Representative Bodies

The representative bodies of the Association shall include the Delegate Assembly, the Executive Committee, and the several Standing Committees.

Article VII. The Delegate Assembly

Section 1. The Delegate Assembly shall be the governing body of the Association.

Section 2. Representation in the Delegate Assembly shall be proportional to the number of members of each chapter, and the By-Laws shall specify the numerical basis for proportional representation, except that each recognized chapter shall have at least one (1) representative in the Delegate Assembly.

Section 3. The number of dues-paying chapter members as of the preceding April 1 shall determine the number of delegates to which each chapter shall be entitled in the Delegate Assembly.

Section 4. Those members of the Association who are faculty or academic staff of University Extension shall be counted as members of the chapter which they individually choose.

Section 5. (a) The Delegate Assembly shall receive and act upon those recommendations laid before it by the Executive Committee, the several Standing Committees, the chapters, and the members of the Delegate Assembly. (b) The Delegate Assembly may make recommendations to the Executive Committee concerning the implementation of the policies of the Association.

Section 6. (a) Regular sessions of the Delegate Assembly shall be held once each year; and the Executive Committee shall determine the dates and places for such sessions. (b) Special sessions of the Delegate Assembly may be convened at times and places designated by the Executive Committee.

Article VIII. The Executive Committee

Section 1. The Executive Committee shall be the administrative body of the Association.

Section 2. (a) The Executive Committee shall be composed of the president of the Association, the immediate past president, the president-elect, and one (1) representative of each chapter which has one hundred (100) or more Association members. (b) A chapter which has fewer than one hundred (100) Association members and is located at a university may select an official observer to attend meetings of the Executive Committee. Official observers may participate in the discussions of the Executive Committee, but without the right to vote. (c) For purposes of representation on the Executive Committee, either by an official observer or by a voting representative, the University of Wisconsin Center System shall be regarded as one (1) unit. (d) The several chapters within the Center System shall select their voting representative or official observer by means upon which the Center System chapters mutually agree.

Section 3. The president and the secretary of the Association shall serve as the chairperson and secretary, respectively, of the Executive Committee.

Section 4. The Executive Committee shall: (1) act as the coordinating agency of the Association; (2) transact that business of the Association in the intervals between sessions of the Delegate Assembly which shall not have been assigned to one of the state officers or to one of the several Standing Committees; (3) review draft resolutions submitted by the chapters, the several Standing Committees, special committees, and the members of the Delegate Assembly, and refer the same, with or without

recommendations, to the Delegate Assembly for appropriate action; (4) assign to appropriate committees those special duties of an emergency nature which shall not have been otherwise delegated; (5) consider problems submitted to it by a Standing Committee, a chapter, or an individual member of the several faculties or academic staffs, and take the necessary steps toward the resolution of such problems, including the employment of legal counsel; (6) speak for the Association on those occasions which demand a public expression of policy; (7) assume responsibility for the public relations of the Association; (8) summon and make the necessary arrangements for committee conferences, special meetings, and workshops; and (9) recommend a schedule of membership dues and an annual operating budget to the Delegate Assembly.

Section 5. (a) The Executive Committee shall meet concurrently with the sessions of the committee conference and immediately prior to each Delegate Assembly. (b) Special meetings of the Executive Committee may be called by the president of the Association, or such meetings shall be called at the request of at least three (3) members of the Executive Committee.

Article IX. The Standing Committees

Section 1. The Standing Committees of the Association shall include: (1) the Committee on Academic Freedom and Tenure; (2) the Committee on Educational Policies; (3) the Committee on Salary and Fringe Benefits; and (4) the Committee on Legislation.

Section 2. The Standing Committees shall initiate policy recommendations and act as research and resource groups for the Association.

Section 3. (a) Each chapter which has one hundred (100) or more Association members shall select one (1) voting representative to serve on each of the Standing Committees. (b) Each chapter which has one hundred (100) or more Association members shall also designate an official alternate member of the Committee on Academic Freedom and Tenure. (c) Each chapter which has fewer than one hundred (100) Association members and is located at a university may select an official observer to attend the meetings of each of the Standing Committees, but without the right to vote. (d) For purposes of representation on the Standing Committees, either by an official observer or by a voting representative, the University of Wisconsin Center System shall be regarded as one (1) unit. (e) The several chapters within the Center System shall select their

voting representative or official observer on each of the Standing Committees by means upon which the Center System chapters mutually agree. (f) The selection of committee members shall be in the manner prescribed in the By-Laws. (g) The members of the several Standing Committees shall serve terms of two (2) years.

Section 4. Committee conferences shall be convened at least thirty (30) days prior to each annual session of the Delegate Assembly and at such other times as the Executive Committee may determine.

Section 5. The Committee on Academic Freedom and Tenure shall: (1) promote terms and conditions of employment enabling the individual members of the several faculties to perform as teachers and scholars with maximum effectiveness within their respective academic disciplines; (2) encourage adherence by the members of the several faculties and academic staffs to the Principles of Professional Ethics endorsed by the Association; (3) investigate and attempt to resolve grievance issues made known by the members of the several faculties and academic staffs, report such cases to the Executive Committee, and offer assistance to individual members of the faculty and academic staff in the event that conferences with the Board of Regents should become necessary; and (4) strive to protect the tenure rights of individual faculty members.

Section 6. The Committee on Educational Policies shall: (1) stimulate a high degree of interest and performance in scholarly activity on the part of the members of the several faculties and academic staffs; (2) encourage the members of the several faculties and academic staffs to enhance their professional competence through continuing education; (3) conduct studies designed to promote the improvement of teaching at all levels of the educational system in Wisconsin; (4) facilitate the exchange of information among the several faculties concerning innovative techniques constructed to make teaching more effective; (5) formulate policies on both graduate and undergraduate studies; and (6) maintain liaison with other local, state, regional, and national professional organizations.

Section 7. The Committee on Salary and Fringe Benefits shall: (1) conduct studies and recommend policies with respect to faculty and academic staff salaries and fringe benefits; (2) maintain the records of the Association concerning the rank, length of service and salary, as appropriate, of each faculty and

academic staff member in the University of Wisconsin System; and (3) cooperate with similar organizations in other states on research pertaining to faculty and academic staff salaries and related benefits.

Section 8. The Committee on Legislation shall: (1) establish liaison with the members of the State Legislature and inform legislators and other influential persons concerning the interests of the Association; (2) study current legislation and report to the several chapters, to the Delegate Assembly, and to the Executive Committee on legislative matters which might affect the interests of the Association; and (3) exercise active leadership in promoting the proper legislative interests of the Association.

Article X. Quorums

Section 1. One-half of the number of authorized chapter representatives in the Delegate Assembly shall constitute a quorum.

Section 2. One-half of the total membership of a Standing Committee shall constitute a quorum, excluding the official alternates on the Committee on Academic Freedom and Tenure.

Section 3. Two-thirds of the voting representatives of the several chapters shall constitute a quorum of the Executive Committee.

Article XI. Amendments to the Constitution

Section 1. Amendments to this Constitution may be initiated by a chapter or by the Executive Committee.

Section 2. Proposed amendments shall be circulated to each of the several chapters by the initiating body at least forty-five (45) days prior to the next session of the Delegate Assembly.

Section 3. Each of the several chapters shall instruct its delegate(s) on how he or they should vote on amendments in the Delegate Assembly. Proposed amendments shall have been circulated to its members by each chapter prior to the chapter meeting at which the vote shall be cast.

Section 4. A two-thirds vote in the affirmative by the authorized number of representatives in the Delegate Assembly shall be required for the adoption of a proposed amendment. The wording of a proposed amendment shall not be altered by the

Delegate Assembly at which the ratification vote is taken.

Article XII. Ratification of the Constitution

This Constitution shall enter into force on July 1 following the date of its ratification by an absolute two-thirds majority of the Delegate Assembly and upon approval by at least six (6) of the several chapters.

By-Laws

Article I. The Duties of Officers

Section 1. The president and the secretary of the Association shall attend all meetings of the Board of Regents and shall report on such meetings to the membership of the Association.

Section 2. The treasurer shall make a financial report to each Delegate Assembly and shall send financial reports to the several members of the Executive Committee at that time.

Section 3. At least six (6) weeks prior to the election of the respective officers by the Delegate Assembly, the secretary of the Association shall circulate to each of the several chapters appropriate biographical data on all persons eligible for election to such offices.

Article II. Executive Secretary

Section 1. There shall be an executive secretary of the Association, appointed by the Executive Committee, whose terms and conditions of employment shall be negotiated annually by the Executive Committee and included in a written agreement.

Section 2. The executive secretary shall establish a permanent and centrally located office in Madison, Wisconsin.

Section 3. The executive secretary shall function as the chief administrator of the Association and shall maintain regular contacts with state legislative, executive and administrative officials and agencies, in consultation with the president of the Association and other state officers and state committee chairpersons as appropriate, and he shall perform such other duties as may be assigned to him by the Delegate Assembly, the Executive Committee, and the president of the Association.

Section 4. The executive secretary shall be an ex officio,

non-voting member of the Executive Committee and of each of the Standing Committees.

Section 5. The executive secretary shall report the nature and amount of his expenses at each meeting of the Executive Committee and at each session of the Delegate Assembly.

Article III. The Delegate Assembly

Section 1. Each chapter shall be entitled to one (1) representative in the Delegate Assembly for every sixty (60) chapter members or for a major fraction thereof, subject to the qualifications stated in Article V, Section 2, and Article VII, Section 2, of the Constitution.

Section 2. The Delegate Assembly shall observe the following order of precedence for consideration of recommendations and resolutions: (1) Resolutions referred to it by the Executive Committee with positive recommendations; (2) Resolutions of chapters circulated among the several chapters but not recommended by the Executive Committee; (3) Resolutions forwarded by the several Standing Committees; (4) Resolutions of the chapters not previously circulated; and (5) Resolutions introduced on the floor of the Delegate Assembly.

Section 3. All resolutions shall be submitted in writing to the secretary of the Association.

Article IV. Committees

Section 1. The president of the Association shall be an ex officio, non-voting member of all Standing Committees.

Section 2. The chairpersons of the several Standing Committees shall be appointed by the president of the Association from the elected members of such committees with the advice and consent of the Executive Committee.

Section 3. The chairpersons of the several state Standing Committees shall attend the meetings of the Executive Committee and make themselves available for consultation.

Section 4. The chairpersons of the several state Standing Committees or their designated substitutes shall attend all sessions of the Delegate Assembly and shall make themselves available for consultation.

Section 5. The immediate past chairperson of the Executive

Committee shall be an additional member of the Executive Committee, without the right to vote. The immediate past chairperson of each of the several Standing Committees shall be an additional member of each of the several Standing Committees respectively. In the event that the immediate past chairperson of the Executive Committee or of one of the several Standing Committees should be unable to serve, the immediate past committee secretary shall serve in his place.

Section 6. (a) The members of the several Standing Committees shall be selected in accordance with the preferences of the several chapters, and the names of such designated members shall be reported to the president of the Association at least ten (10) days prior to the annual Delegate Assembly held each even-numbered year. (b) Each of the several chapters shall have no more than one (1) vote in the Executive Committee and on each of the several Standing Committees. This vote shall be cast by the designated chapter representative or by his designated substitute. The official alternates of the Academic Freedom and Tenure Committee shall be non-voting members of that committee except as they may be called upon to serve as designated substitutes. The principal responsibility of the official alternates is to be available to serve as members of subcommittees of the Academic Freedom and Tenure Committee called upon to investigate grievance complaints under the terms of Resolution 2014 of the Board of Regents of the former Wisconsin State Universities. (c) In the proceedings of the Executive Committee the president of the Association may vote to break a tie. (d) The past president and the president-elect shall not vote unless they are at the same time chapter representatives. (e) Should there be a vacancy on the Executive Committee or on one of the several Standing Committees, the chapter concerned shall select a replacement to serve for the balance of the unexpired term.

Article V. Finance

Section 1. The general expenses of the Association shall be defrayed by an assessment of membership dues. Such an assessment, for the year beginning on September 1, shall be levied by the last Delegate Assembly held during the previous academic year. Special assessments may be levied upon the recommendation of the Executive Committee and ratification by a majority of the several chapters.

Section 2. Neither the chapters nor individual members of the Association may be reimbursed for expenses incurred

unless the expenditure in question had been previously authorized by the president of the Association or by the Executive Committee.

Section 3. The state officers and other members of the Association, on authorized Association business, shall be reimbursed for travel expenses, food, lodging, and other authorized business expenses.

Section 4. The president, the vice president, the secretary, and the treasurer of the Association may, in addition, expend funds of the Association in the course of performing those duties which are normally associated with such offices, such as the purchase of clerical or accounting supplies and equipment. Such state officers may also expend funds of the Association for purposes of implementing those policies and procedures which have been duly established by the Delegate Assembly or by the Executive Committee. In the event that unforeseen emergency situations should arise, or in the case there might be substantial doubt concerning the legitimacy of particular expenditures, funds of the Association may be disbursed upon the execution of a written agreement between the president of the Association and at least one other state officer.

Section 5. In the event of dissolution of the Association, its assets shall be transferred and conveyed to one or more tax-exempt organizations chosen by the final membership. In no event shall the assets of the Association be distributed to the members of this Association or to any organization which, at the time of the dissolution of this Association, does not have tax-exempt status as provided by Section 501(c), Internal Revenue Code, 1954, as presently constituted or hereinafter amended.

Article VI. Parliamentary Procedure

Meetings of the Delegate Assembly and of the several committees of the Association shall be conducted according to the principles of parliamentary procedure adopted by the Delegate Assembly.

Article VII. Archival Depository

Each state officer of the Association, within twenty-four (24) months following the end of his term in office, shall forward all official Association papers in his possession, or facsimiles of such documents, to the vice-president of the Association who, in turn, shall deposit such Association papers in the TAUWF Archive of the State Historical Society of Wisconsin.

Article VIII. Amendments to the By-Laws

The By-Laws of the Association may be amended by a majority vote of the total number of authorized delegates to the Delegate Assembly.

VII. GUIDE TO ADMINISTRATIVE ASSISTANCE

Subject	Whom to See
Academic advisement	Academic dean, department chairperson, advisors
Audiovisual service	Director of the Audiovisual Center
Budgets, requisitions	Department chairperson, dean, director of business services, assistant chancellor
Calendar of university events	Student program director, activities director, dean of student affairs
Course content and outlines; instructional questions and problems	Department chairperson, academic dean, vice chancellor
Course numbers and titles	Department chairperson, academic dean, registrar
Curriculum requirements	Academic dean, registrar, department chairperson, vice chancellor
Computer service	Director of the Computer Center
Director of students and faculty	Student directory, information desk in Cartwright Center
Faculty absences	Department chairperson, dean, vice chancellor
Faculty offices, equipment, keys	Department chairperson, dean, vice chancellor
Faculty orientation	Department chairperson, dean, vice chancellor
Faculty personnel records	Chancellor, vice chancellor
Grades, credits, student registrations, class and room assignments	Department chairperson, registrar, academic dean

Subject	Whom to See
Heat, light, ventilation, remodeling projects	Department chairperson, dean, superintendent of buildings and grounds, assistant chancellor
Leaves of absence	Department chairperson, dean, vice chancellor, chancellor
Library books and services	Murphy Library director
Mail service	Department chairperson, mail room clerk, director of business services
Payroll, tax withholdings, tax exemptions, social security, fringe benefits, workmen's compensation	Personnel director, director of business services, assistant chancellor
Salary, promotions, rank, tenure	Dean, vice chancellor, chancellor
Student absences, discipline	Dean of student affairs and student affairs staff
Student academic performance	Department chairperson, academic dean
Student counseling:	
Academic	Academic deans
Personal-social	Student affairs staff
Student financial aids	Director of Student Financial Aids
Student health	University physician, health center
Student housing	Director of housing, student affairs staff
Student organizations and activities	Student program director, student activities director, student affairs staff
Student records:	
Academic	Registrar, academic deans
Personal-social	Student affairs deans
Teaching assignments	Department chairperson, academic dean, registrar
Textbooks and instructional supplies	Department chairperson
Typing, stenographic, copying or duplicating service	Department secretary or chairperson, director of business services